



Title: Adult Services Manager
Department: Adult
Job classification: Supervisor/Manager
Employment status: Full-time
Hours / week: 40
Pay grade: \$25 per hour – starting range
Supervisor's title: Director
Supervises direct reports: Yes

MISSION

Bellevue Public Library's Mission is to provide access to resources, opportunities, and facilities that support and enrich lifelong learning and leisure in the Bellevue community.

GENERAL SUMMARY

The Adult Services Manager oversees the adult department, trains new department employees, and works as part of the management team, reporting directly to the library director. The Adult Services Manager oversees all aspects of library services to adults including; material selection, collection development, training, development and presentation of programs, and supervision of Adult Services staff.

JOB DUTIES

Leadership and management

- Supervises employees, provides directions, coaches, trains, mentors, hires, and manages performance to organization goals and expectations.
- Adds value as a key member of management; understands the organization, financials, industry, customers, and strategy.
- Manages budgets and resources effectively and efficiently; knows and understands organization's financial position.
- May manage vendors and outside service providers effectively; set expectations and hold them accountable.

Department coordination and management

1. Coordinate and manage adult department functions.
2. Recommend and implement approved goals and objectives.
3. Supervise, evaluate, schedule, and train department employees and volunteers.
4. Conduct effective evaluations to enhance staff skills and productivity.
5. Plan and conduct public and staff training for library systems and online services.

Administrative support

6. Advise the Director on department and library-wide operations.
7. Participate as a member of the library's management team.
8. Collaborate on department-related publicity releases and announcements.
9. Assume necessary administrative duties in the absence of the Library Director.



Collection development and maintenance

10. Work at the adult public service desk.
11. Manage selection, development, weeding, and maintenance of adult collections.
12. Compile readers' material lists and provide advisory services for adults.
13. Work with circulation manager to determine status of damaged items.

Patron services and support

14. Address complex patron reference questions, requests, and complaints.
15. Establish task priorities and delegate adult programs.
16. Serve as an intermediary for patrons both inside and outside the library.
17. Maintain a pleasant environment in the adult department.
18. Provide in-depth and complex information and instruction on library services.
19. Conduct department tours.

Programming and communications

20. Find, coordinate, and communicate outreach programs, and attend events.
21. Oversee and develop programming.
22. May develop department-related communications and media releases.
23. Work with graphic designer for overall approval of publicity and marketing materials.

Administrative responsibilities

24. Provides input on department policies and develops procedures.
 25. Conduct regular adult department meetings.
 26. Coordinate material displays within the adult department.
 27. Keep informed of professional developments and technological changes.
 28. Devise procedures to streamline operations and improve efficiency.
- Other duties as assigned.

PERSONAL AND PROFESSIONAL ATTRIBUTES

All Bellevue Public Library employees are expected to actively listen and exercise sensitivity when working with others, display common sense and good judgment in business transactions, actively promote the Library to the public, uphold the highest level of honesty and integrity, and represent the Library in a positive and professional manner at all times.

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| 1. Adaptability | 6. Organizational Awareness |
| 2. Communication | 7. Patron Awareness |
| 3. Customer Service | 8. Problem Solving |
| 4. Innovative | 9. Project Management |
| 5. Leadership | 10. Teamwork |

GENERAL REQUIREMENTS

Along with the commitment and desire to provide excellent service to library patrons, all Bellevue Public Library employees must have the ability to comprehend and follow Library policies and procedures established by the



Board of Trustees and develop and maintain positive working relationships with all internal and external stakeholders.

Employees must also be able to develop an awareness of Library-wide operations, communicate in the English language, satisfactorily perform all responsibilities of a specific job title, meet the physical requirements of that same job title, have the ability to work according to the priorities established by the supervisor, adapt to change and exercise good judgment at all times.

CORE TECHNOLOGY REQUIREMENTS

All Bellevue Public Library, employees must have a basic understanding of web browsers, be able to perform basic internet searches, and perform simple searches on the library's online catalog.

In addition, they must also have a demonstrated understanding of basic computer skills, a demonstrated knowledge of the library's web site, digital resources, computer equipment, the ability to use e-mail and, the ability to use a word processing program, and MS Excel or other spreadsheet program.

EDUCATION

- Education: Bachelor's degree in related fields is required. Master's degree in library and information science from an ALA accredited institution preferred but not required.
- Certifications or licensure: Ohio Library Council certification is preferred but not required.

EXPERIENCE

- Years of relevant experience: Minimum of 1 year of library experience is required. 5 or more years is preferred.
- Years of experience supervising: 2 or more years is preferred.
- Working knowledge of library resources, materials, and services is required.
- Supervisory experience is required.
- Experience serving and assisting customers is required.
- A valid driver's license is required.

PHYSICAL DEMANDS AND WORKING CONDITIONS – MODERATE

1. The work environment involves everyday risks or discomforts that require normal safety precautions typical of offices, which includes the need for general safe workplace practices with office equipment and computers, avoidance of trips and falls, and observance of fire regulations.
2. The noise level in the work environment is usually moderate.
3. This position is performed in an office setting although off-site meetings in various settings occur.
4. Lifting moderate objects up to 50 pounds and carrying them short distances [50 feet or less] is required.
5. Must be able to push/pull a cart of materials weighing up to 100 pounds.
6. Will require working irregular hours, including evenings and weekends. 2 closing shifts per week and 2 Saturday shifts per month are required.
7. Frequent local travel by personal automobile is required. Occasional overnight travel may be required.