

Adult Services Manager

40 hours per week, including some evenings and weekends.

Under the supervision of the Director, the Adult Services Manager is responsible for intergenerational adult programming, community engagement and outreach, and information services for adults. As head of Adult Services, this person establishes the priorities and sets the tone for the department in planning & implementing excellent educational, entertaining, & innovative programs and services to adult library users. This position is a member of the management team and will serve as Supervisor in Charge as scheduled.

ESSENTIAL FUNCTIONS:

- Manage department in a manner that supports the overall mission & strategic plan of the Library, taking ownership of the success of library adult services in this community
- Develop, implement, deliver, and evaluate adult offerings with a focus on programs and services for all adults of varying demographics
- Seek and promote engagement and partnerships with community agencies and organizations
- Provide strong leadership and vision for the Adult Services department, implementing new services and phasing out obsolete or ineffective ones on an ongoing basis
- Work collaboratively with the Director and Assistant Director to deliver cutting edge services, programs, and resources to the community
- Manage the assigned Adult Services Department's budget effectively and make department budget requests to the director each fiscal year
- Keep statistics for services and programs and use the data in future planning
- Continually work to improve services to underserved adult populations
- Participate in educational and development opportunities and stay abreast of library trends, continually researching trends and ensuring Adult Services offered for the Chetco community are innovative
- Through modeled behavior, encourage staff to be forward-thinking and to embrace change
- Model outstanding customer service

OTHER DUTIES:

- Seek and apply for grants as needed
- Participate in the purchasing and weeding of adult materials as assigned
- Aid in recruitment and participate in the interviewing of prospective staff as assigned
- Oversee reference services, providing research help in-person, online, and via telephone
- Provide high quality reference and reader's advisory services to the public
- Work at the circulation and reference desks as assigned
- Any other duties required for the good of the Department and the Library

MINIMUM QUALIFICATIONS:

- Bachelor's degree in relevant area of specialization (eg. Librarianship, Arts and Humanities, Education, Community Development) or equivalent combination of work experience & education
 - Equivalent is generally defined as some college and at least 6 years of relevant experience

- Direct experience in libraries or event planning, and in customer service
- High level of comfort with public speaking
- Ability to prioritize and work productively across a wide range of projects
- Commitment to diversity, inclusion, and providing high quality customer service
- Strong community engagement skills
- Strong technology skills
- Strong verbal and written communication skills

BONUS QUALIFICATIONS:

- MLIS or equivalent
 - Equivalent is generally defined as a master's degree in a relevant field with some library experience, or a bachelor's degree with 5 or more years of library experience
- Proficient in Spanish

PHYSICAL DEMANDS & WORK ENVIRONMENT: Work is performed primarily in a library environment while sitting at a desk or computer terminal or while standing at a counter or during events for extended periods of time. Physical exertion is frequently required to lift office supplies and library & programming materials from overhead and from the floor, including crates and boxes weighing up to 40 pounds, as well as to push & pull objects weighing up to 100 pounds on wheels or slide pads. Sufficient vision or other powers of observation are essential to permit the employee to read, sort, and shelve library materials and maintain patron and cataloging records. Often times, the employee must move, shelve, and retrieve library materials from high and low locations. Ability to communicate with staff & patrons in person & on the phone. Occasional exposure to dust, odors, fumes, and normal office exposure to noise, stress, and interruptions. Occasional outdoor work and travel (less than 25%). Reasonable accommodations may be made to enable individuals with disabilities to perform the non-essential functions.

SALARY & BENEFITS: This is an hourly, non-exempt position. \$17/hour (\$19/hour with MLIS or equivalent), plus excellent insurance, participation in Oregon Public Employees Retirement System (PERS), 2 weeks of vacation leave annually, and generous sick & personal leave. The library is closed on Sundays and most holidays.

The Chetco Community Public Library District is an equal opportunity employer providing employment opportunities for all applicants and employees without regard to race, color, religion, sex, age, disability, national origin, veteran/military status, genetic information, or any other characteristic protected by law.