**Chelsea District Library**

**Position Description**

**Position Title:** Head of Adult Services

**Reports to:** Library Director

**Hours:** 40 hours per week, including weekends and evenings

**Classification:** Full-time, salaried, exempt

**Salary Range:** $45,822 - $60,599

**Purpose and Scope:**

The Head of Adult Services serves as part of the library’s management team to produce the highest possible quality library service to the Chelsea District Library user base, including reference, collection development, community outreach, programming, and technology.

**Specific Duties:**

1. Assist patrons on site, by telephone, or via the Internet finding the information they seek, using all formats, including print, multimedia and digital resources, and accessing it through traditional tools as well as databases, computers and mobile devices.
2. Responsible for the selection of materials for the library collection for the adult population, in all formats, and within budgetary limits.
3. Provide training, guidance, leadership and supervision to Adult Services staff.
4. Participate in community outreach to engage community members and organizations and build and nurture partnerships.
5. Plan, organize, and supervise programs for adults and seniors.
6. Works with management team to monitor and make decisions about the purchasing and processing procedures of library materials.
7. Contributes content to the library website, newsletter, social media, and marketing and communication outlets as needed.
8. Attend and participate in staff meetings and work groups; assists in staff training as needed.
9. Attends Board and community meetings as needed.
10. Oversees, maintains, promotes and provide access to the local history and genealogy collection and develops and executes content creation projects. Serves as liaison for local, regional and state agencies for this purpose.
11. Responsible for managing tax forms, reference, and interlibrary loan services.
12. Proposes new policies, procedures, practices, and recommends changes to the Director.
13. Contributes to professional library organizations and continuing education opportunities.
14. Assists at check-out desk as needed.
15. Other related duties as required.

**Qualifications Required:**

1. Master’s Degree in Library or Information Science from ALA-Accredited school.
2. At least 2 years’ experience selecting materials, planning and implementing programming, and providing reference services for the adult population as a professional in public libraries.
3. At least 2 years’ experience training, supervising, and evaluating the work of others.
4. Proficiency with library and online resources.
5. Strong customer service skills and dedication to public service.
6. Strong interpersonal communication skills and a demonstrated ability to work with colleagues, library users, and vendors in a professional and courteous manner.
7. Demonstrated proficiency with PC and Internet applications, and mobile devices.
8. Ability to handle confidential and sensitive information in an appropriate and secure manner.
9. Ability to plan and carry out work with minimal supervision.

**Qualifications Preferred:**

1. Experience with SIRSI circulation and online public catalog system.
2. Willingness to explore and adopt new technologies.
3. Experience in writing and administering grants.
4. Experience with large-scale digitization projects.

Located in historic downtown Chelsea, the Chelsea District Library was named the Best Small Library in America in 2008 by the Bill & Melinda Gates Foundation. The key to our success is our commitment to the community we serve. We do much more than provide books and materials – we are an integral part of the Chelsea community. Now our nationally recognized library has a full-time opportunity for a *Head of Adult Services.*

As Head of Adult Services at the Chelsea District Library, you will find opportunities to share and learn in a team environment. You will help create a positive perception of our library and promote the vital role we play in the Chelsea community by highlighting the value of our staff, services, and collection. As a library, we are focused on our relevance to our community and developing sustainable practices so our services will have a lasting impact.

We are looking for a dynamic, energetic, organized and engaging individual to add to our team. This person will bring innovative ideas and understand that the Library visit should offer more than information transactions- it is an opportunity to touch and impact lives. The perfect candidate will serve our community by initiating and expanding partnerships and collaborations that help us connect with our citizens and bridge differences in our community.

We look forward to hearing how you can further our organization’s goals with your professional skills and customer service philosophy.

**Please send resume with cover letter to:**

Chelsea District Library

221 S. Main St.

Chelsea, MI 48118

Attn: Terri Lancaster

Phone: 734-475-8732 x 207

Fax: 734-475-6190

Email: tlancaster@chelseadistrictlibrary.org

**Closing Date: August 15th *by* *5PM***

**Candidates chosen for interviews will also need to prepare a visual presentation. Presentation topic will be given when interviews are scheduled.**