

Wells Branch Community Library District

Job Description: Adult Services Supervisor/ Adult Services Librarian

General Description:

This person is responsible for developing and executing adult programs and services and for maintenance of the adult collection. This manager will supervise library operations and personnel with other librarians and must be available to work evenings and Saturdays. When the director is unavailable, this position serves as designee to interpret policy and take necessary action. This is a full time, permanent, exempt employee.

Qualifications:

- Master's Degree in Library Science for Librarian; equivalent education and experience in related field for Supervisor
- Management/Leadership experience.
- Demonstrated competence with basic computer functions as used in the library setting.
- Functional knowledge of Faronics, Envisionware, and Biblionix products is preferred
- Excellent customer service, communication, and organization skills
- Problem solving, flexibility, and willingness to make decisions and take responsibility for the outcomes
- Friendly and welcoming attitude towards everyone
- Programming and training experience
- Experience working with volunteers
- Proficiency in guided collection development

Professional Responsibilities:

- Develop, plan, promote, deliver, and evaluate adult education and enrichment programs
- Work with other librarians to develop, plan, promote, deliver, and evaluate family and special programs.
- Supervise volunteer programs to include recruitment, training, scheduling, recognition and evaluation
- Manage, maintain and evaluate the adult collections including collection development, deselection, and assurance of proper MARC records.
- Plan and manage displays, exhibits, and passive programming in the adult areas.
- Create and maintain relationships with appropriate venues to promote library services and partnerships.
- Supervise onboarding for new personnel to include orientation and training.
- Assist the director with tasks related to the annual election, compliance reports and accreditation requirements.
- Manage, coordinate and distribute calendars and marketing materials for library programs and services.
- Update the library's website.

- Maintain and distribute proper written procedures for assigned tasks.
- Create and maintain reference services and aids
- Oversee quarterly inventory
- Maintain accurate and complete procedures and policies manual online and physically
- Provide regular training workshops and programs to patrons demonstrating the library's digital offerings.
- Maintain the Community Resource Binder and webpage.
- Research, apply for, and manage grants and fundraising projects as appropriate.
- Uphold established policies and procedures, and work with the team to improve those policies and procedures as appropriate
- Prepare regular reports for the Director about adult services and activities
- Provide professional representation of the library at public, legislative or community functions
- In the Director's absence, serve as Board Liaison by attending meetings and preparing reports.
- Supervise library operations and serve as emergency after-hours contact in rotation with the director

Functions common to all library personnel:

- Provide customer service
- Circulate materials including check-out, check-in, renewals, holds, reserves, and uncatalogued items
- Assist patrons in use of library resources including databases
- Provide patrons with assistance utilizing computers and other library resources
- Re-shelve materials and other items in the proper manner
- Catalog and process materials for circulation
- Solicit input from the community regarding library materials and services
- Receive and refer complaints and non-conformance forms
- Assist patrons with basic information and reference needs
- Participate in training new staff and volunteers
- Maintain the library's physical presence
- Create and issue library cards and TexShare cards
- Assist with special programs as requested
- Attend continuing education or staff development as requested
- Participate in the acquisition of new materials and de-selection of other materials
- Provide basic repairs to library materials
- Recommend improvements for library collection, services, website, etc.
- Advocate for the library
- Attend workshops, trainings, and development seminars as requested
- Participate in creating displays, exhibits, and programs
- Provide in-person, telephone, email, and IM reference service
- Other duties as assigned