



## Lincoln Township Public Library

## Job Description

---

**Job Title:** Head of Library Services  
**Reports to:** Director  
**Supervises:** Library Services: Youth, Adult, & Circulation  
**Pay Range:** \$44,000-\$52,000  
**Status:** Exempt; full-time. Includes benefits package.

## Job Summary

---

The Head of Library Services provides direct supervision, overall management, and coordination of several key services including: circulation, youth services and adult services. They are responsible for day-to-day operations, training, scheduling, evaluation and development of staff, and establishing and maintaining best practices. The ideal candidate will bring supervisory experience, public library knowledge, programming/ event experience, and a passion for learning to the position.

## Duties & Responsibilities

---

1. Hires, trains, and manages performance of direct reports according to library policy, providing direct supervision of circulation, youth services, and adult services positions.
2. Leads or coordinates the project management of special events, literacy initiatives and daily programming.
3. Assures quality and continual improvement of circulation and collection management, readers advisory and reference information services.
4. Works with direct reports to develop or identify specific training for staff based on need.
5. Conducts regular departmental meetings to promote communication and staff engagement.
6. Maintains current position responsibility statements and job descriptions for direct reports. Consult with other library departments and Administrative Assistant as required.
7. Participates in succession planning and management initiatives as appropriate.
8. Works with the management team to ensure that library documents, policies and procedures for processes and services are current.
9. Participates in the development and execution of departmental and library strategic plans.
10. Networks with relevant community groups and participates in outreach to area businesses and other community organizations and agencies that serve our local community, identifying and implementing new programming to meet community needs.

11. Coordinates department and public service desk schedules to support and accommodate needs for planning, training, programming, and service desk staffing.
12. Staffs the public service desks, assists patrons with circulation, reference, questions regarding collections, delivers programs, services, and policies.
13. Prepares related reports, correspondence and records.
14. Serves as administrator on duty in rotation with other management team members.
15. Orientates library patrons to the library and its services.
16. Performs other duties as assigned by Director.

## **Education, Experience and Training**

---

A Masters in Library and Information Science from an American Library Association accredited university is preferred. A Bachelor's degree, required with two or more years' experience.

One to three years' supervisory experience in a customer service setting required; in a library environment preferred.

Considerable knowledge of public library policies, procedures, best practices and methods.

Knowledge of and ability to develop and work within budgets.

Knowledge of current and emerging library technologies.

## **Job Requirements**

---

1. Ability to collaborate, supervise, evaluate, coach, correct, and develop a staff team.
2. Availability to work evenings and weekends with flexibility to fill in for staff shortages.
3. Ability to work effectively with the public and other staff team members.
4. Analytical skills for project management and problem-solving.
5. Effective verbal and written communication skills. Must be able to read, write, and understand the English language.
6. Ability to operate a variety of equipment including a computer, multi-line phone system, cash register, printer, scanner, fax and copy machine and other equipment as added or required. Requires hearing ability to answer telephone and patron inquiries.

7. Computer skills and visual acuity necessary to effectively access and read information on the computer. Must be able to comfortably use email, perform internet and online database searches, and utilize office software including word processing and spreadsheets.
8. Ability to enforce library policies and make sound judgment decisions when necessary.
9. Ability to prepare presentations and speak in front of groups.
10. Willingness to maintain skills in above-mentioned areas through active participation in professional learning opportunities.
11. Ability to work in situations with multiple deadlines and work under pressure.
12. Physical ability to push/pull fully loaded book carts weighing up to 70 pounds, retrieve or place materials above shoulder or below knee level, and lift/carry materials or furniture that typically weighing 25-35 pounds.

## **Working Conditions**

---

1. Generally will work within a normal office environment, with minimal discomfort due to extreme temperatures, dust or noise. May also work in outdoor environments from time to time.
2. May interact with upset staff and/or public and private representatives in interpreting and enforcing library policies and procedures.
3. Occasional travel required to attend meetings, workshops, conferences or webinars as needed.
4. Work hours may be varied, and may include evenings and weekends.

*This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties. Other duties may be assigned.*

*Reasonable accommodations may be made for qualified candidates with a substantial impairment who are capable of performing the essential functions of the position.*