

**Title:** Adult Services Coordinator

**Reports to:** Library Director

**Jobs Supervised:** Librarians, Library Assistants

**Schedule:** Full-time, requires evenings and weekends

**Wage/Benefits:** Starting between \$50,200 - \$61,464 per year, experience is a factor in the starting range. 20 paid vacation days, holidays, sick and personal time, insurance and IMRF benefits. Additional excellent benefits are also provided.

**FLSA Status:** Exempt

**Nature and Scope of Position:**

The Zion-Benton Public Library is seeking an innovative, hands-on, enthusiastic, and community focused librarian to lead our Adult Services Department. This lifelong learner will be excited to lead their team in providing meaningful learning opportunities to our diverse population.

**Essential Functions and Responsibilities:**

- **Leadership**
  - Lead, inspire, encourage, coach, and manage Adult Services Staff
  - Use data driven decision making techniques to inform all aspects of the department
  - Recommend and implement goals, including budgetary recommendations
  - Coordinates all activities relating to the Adult Services Department, including computer support, research assistance, readers' advisory, and adult programming
  - Recruits, hires, supervises, evaluates, schedules, and develops all department employees and volunteers
- **Space Management**
  - Coordinates, creates, and maintains a welcoming environment for library users
  - Manages the Adult Reference Desk, creating schedules to assure proper coverage
  - Provide reference and reader's advisory assistance
  - Works with Information Technology to offer superior technology experiences
  - Maximizes the use of departmental space and resources to meet community needs and achieve library goals
- **Collection Development**

- Coordinates the Adult Services digital and physical collection including needs analysis, selection, promotion, maintenance, and deselection.
- **Program Coordination**
  - Coordinate, design, present, and evaluate library events for adults
  - Collaborate to create large scale events and implement library-wide programming
- **Community Engagement Coordination**
  - Represent the Library at community events
  - Seek out opportunities to connect with, partner, and serve the Library's communities
- **Overall Library Leadership**
  - Represents the library at system, consortium, and community meetings
  - Seeks opportunities to partner with other departments
  - Adopts library wide goals
  - Deliberately seeks to enhance organizational culture within the Adult Services Department and the library as a whole
  - Prepares easy-to-understand and insightful monthly reports
  - Serve as Person-in-Charge as assigned
- Performs other duties as assigned

**Essential Knowledge, Skills, Abilities:**

- Ability to provide outstanding customer service.
- Passion for literature, movies, music, and popular culture
- Knowledge of current and emerging collection development practices
- Ability and desire to work with patrons of all ages
- Ability and desire to represent the library on community task forces and committees and at community and professional events
- Ability to design inclusive programs and celebrate diversity
- Skills in decision making and creative problem solving
- Ability to handle multiple activities or interruptions at once
- Ability to manage and prioritized multiple tasks
- Professional demeanor and a team player
- Strong comfort with technology
- Strong ability to adapt and lead change
- Well-developed oral communications skill
- Ability to read, write, and speak English
- Ability to give and receive instructions in English
- Grant writing experience, a plus
- Ability to pass a criminal background check.
- Must have access to reliable transportation.

**Physical requirements:**

- Requires full range of motion, including standing, sitting, or walking for extended periods
- Requires bending, stooping, and reaching to retrieve library materials

- Must be able to move a two-sided book cart loaded with books and other library materials
- Must have dexterity and eye-hand coordination to move materials or operate automated equipment
- Must be able to lift boxes of books, paper, or other items weighing up to 40 lbs

Contacts: Patrons, volunteers, other library staff, vendors, and peers at other organizations

Working Conditions: Normal office conditions

**Education and Experience:**

- M.L.I.S. required with 4 years of public library experience and 1 year of supervisory experience
- Comfort with a variety of computers, electronic devices, and online services and applications
- Spanish language speakers are strongly urged to apply

Zion-Benton Public Library District is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Deadline to submit resume, letter of interest and three professional references: October 21, 2021 by 5:00 PM. Send to Robin Smith, Director to [rsmith@zblibrary.org](mailto:rsmith@zblibrary.org)

Please see job listing and Zion Benton Library application at: <https://zblibrary.info/jobs/>