



Fox Lake District Library  
255 E. Grand Avenue  
Fox Lake, Illinois 60020  
[www.fllib.org](http://www.fllib.org)

**Position:** Adult Services Manager

**Position Overview:** Under the administration of the Library Director, the Adult Services Manager performs professional-level library services and works both independently and with other staff to execute small to large scale initiatives. This position coordinates all activities in the Adult Services Department including managing the day to day workflow. The Adult Services Manager works alongside administration and other Department Managers to develop policies, procedures workflows, and innovative approaches for a variety of library programs and services.

**Duties & Responsibilities:**

- Provide reference and readers advisory services
- Plan and implement adult programs
- Select, review and maintain materials for the Adult Services collection in multiple formats
- Track program statistical data
- Design and arrangement of public information displays
- Engage with community through programs, library promotion and outreach activities
- Assist and instruct patrons on computer use
- Collaborate with colleagues within and across departments
- Assists in creating the newsletter and other library promotional materials
- Engages with the community by-maintaining library social media accounts
- Assists in the annual evaluation and selection of research databases for use by the community
- Attend professional meeting and networking groups
- Accomplish additional projects and assist in special events as needed

**Knowledge, Skills, Abilities:**

- Exemplary customer service
- Maintain a positive attitude
- Must demonstrate patience, understanding and compassion for people from all backgrounds and abilities
- Serve the public with friendliness, tact and diplomacy

- Ability to communicate effectively with public and staff
- Willingness to ask questions and seek clarification if unsure of task
- Willing to give and accept feedback
- Knowledge of general library operations
- Maintains current knowledge of library trends, materials, practices, techniques and technology
- Willingness and ability to learn emerging technologies and job related skills
- Exercise resourcefulness to achieve departmental goals
- Ability to lead a cohesive team while fostering individual growth
- Ability to act as an innovative, proactive and self-sufficient leader

**Physical Requirements:** The physical requirements described here are representative of those that must be met by an employee to successfully perform the functions of this job.

- Ability to push book carts weighing up to 100 pounds occasionally
- May require standing for prolonged periods of time
- Ability to move and/or lift materials up to 30 pounds
- Regularly required to stand, walk, bend, kneel, crawl, reach, climb, balance, and sit

**Qualifications:**

- ALA accredited Master's degree in Library and Information Science required
- 2+ years of supervisory experience required
- Previous work experience in a public library setting is a plus
- Bilingual ability is a plus

**Benefits, Hours and Wage:**

- Enrollment in Illinois Municipal Retirement Fund
- Health, dental and vision insurance
- Paid vacation
- Full time 37.5 hours per week
- Must be available to work an arrangement of days, nights & weekends
- Salary Range: \$50,000 DOQ

This position is subject to a background check to ensure the safety of children

The Library is an Equal opportunity employer. It provides equal employment opportunities regardless of race, color, national origin, citizenship status, age, religion, marital status, disability, sex, gender, pregnancy, sexual orientation, gender identity, military or veteran status, order of protection status, genetic information, or any other category protected by applicable law.