



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

**Position:** Head of Adult Services

**Position Overview:** Under the administration of the Library Director, the Head of Adult Services 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 Head of Adult Services works alongside administration and other Department Heads to develop policies, procedures workflows, and innovative approaches for a variety of library programs and services.

**Duties & Responsibilities:**

- Identifies, develops, and implements an overall strategy for the department
- Plans, coordinates, and evaluates service model for proactively providing high-quality services that address the needs of the community
- Manages and makes recommendations for the departmental operating budget
- Interviews, trains, and evaluates department staff
- Develops, implements, and evaluates departmental programs and services including making recommendations for future services
- Participates in the development and implementation of library policies and procedures
- Interprets library policies and operations for the public
- Develops and promotes the Adult Services collection
- Participates in the development, coordination, and implementation of departmental programs and services
- Annual evaluation and selection of research databases for use by the community
- Provides complex reference and readers advisory service to patrons
- Assists patrons on computers use, emerging technologies, electronic resources, and social media platforms
- Engages with the community through outreach activities related to serving and informing community members

- Assists in creating the newsletter and other library promotional materials
- Engages with the community by-maintaining library social media accounts
- Meets with vendors and negotiates fees for library services
- Performs other duties as assigned

**Knowledge, Skills, and Abilities:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required.

- Exemplary customer service
- Maintains a positive attitude
- Must demonstrate patience, understanding, and compassion for people from all backgrounds and abilities
- Serve the public with friendliness, tact, and diplomacy
- Communicate effectively with public and staff with confidence and compassion
- Ask questions and seek clarification if unsure of the task
- Willing to give and accept feedback
- Willingness and ability to learn job-related skills
- Willingness and ability to learn emerging technologies, library trends, practices, and techniques
- Exercise resourcefulness to achieve departmental goals
- Lead a cohesive team while fostering individual professional growth
- Ability to interpret the needs of a community and recommend programs and services accordingly
- Acts as an innovative, proactive, and self-sufficient leader
- Must be a team player

**Education & Requirements:**

- ALA-accredited Master's in Library or Information Science degree
- 3-5 years of supervisory experience is required
- Experience working in a public library is required
- Working in adult reference is preferred
- Bilingual ability is a plus

**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 sitting or standing for prolonged periods
- Ability to move and/or lift materials from up to 30 pounds
- Regularly required to stand, walk, bend, kneel, crawl, reach, climb, balance, and sit
- Ability to operate a keyboard at an efficient speed and typical office equipment, including computer hardware

**Hours and Salary:**

Full-time 37.5 hour workweek

Must be available to work an arrangement of days, nights, and weekends

Range starting at \$50,000.00 DOQ

For information regarding benefits contact: [administration@fllib.org](mailto:administration@fllib.org)

To apply send a cover letter, resume, and 3 professional references to [administration@fllib.org](mailto:administration@fllib.org)

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