



Fox Lake District Library
255 E. Grand Avenue
Fox Lake, Illinois 60020
www.flib.org

Position: Head of Adult Services

Position Overview: Under the administration of the Library Director. The Head of Adult Services is responsible for managing all aspects of the Adult Services Department, including operations, collection development, programming, reference, reader's advisory, personnel and outreach.

Duties & Responsibilities:

- Identifies, develops and implements overall strategy for the department, including goals and objectives.
- 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 including the monitoring and approving of departmental expenditures.
- Interviews, trains and evaluates department staff, responsible for ensuring patron satisfaction levels.
- Participates in the development, coordination and implementation of departmental programs and services including making recommendations for future services.
- Participates in the development and implementation of library policies and procedures and monitors compliance and concerns.
- Interprets library policies and operations for the public; responds to patron questions, concerns and complaints.
- Participates in the development and promotion of the Adult Services collection.

- Participates in the development, coordination and implementation of departmental programs and services including making recommendations for future services.
- Selects and maintains research databases provided by the department.
- Provides complex reference and readers advisory service to customers; uses and instructs patrons on computers, emerging technologies, print, electronic resources and social media platforms.
- Engages with the community through special projects and meeting attendance involving library promotion and outreach activities related to serving and informing community members.
- Performs other duties as assigned

Qualifications: 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.

- Ability to lead a cohesive team while fostering individual professional growth
- Ability to communicate with intelligence, confidence and compassion
- Ability to make independent decisions; exercise excellent judgement and discretion with patrons, community members and staff
- Ability to interpret the needs of a community and recommend programs and services accordingly

Competencies: To perform the job successfully, an individual must demonstrate the following competencies.

- Maintain knowledge of all departmental services
- Implements continual quality improvements in collaboration with department heads and administration
- Acts as a self-sufficient, highly resourceful, proactive and innovative leader

Education & Requirements:

- Completion of an ALA-accredited Master's in Library or Information Science degree
- Experience in Adult reference, Adult programming, personnel management and strategic policy making is preferred
- Experience in current public library trends, initiatives and electronic resources within a library setting is preferred

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
- Ability to operate a keyboard at efficient speed and typical office equipment, including computer hardware.

Salary: \$45,000 DOQ

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.