



HEAD OF ADULT SERVICES

Posting Date: February 24, 2025 Closing Date: March 24, 2025

Position Availability: April/May 2025

Reports to:	Director
Schedule:	Full-time, 40 hours per week. Flexible schedule to include days, nights, and weekends.
Union Position:	Yes
Starting Wage:	\$65,500 per year (current contract in negotiations)
Benefits:	Vacation leave, personal leave, and paid holidays. Employer-provided contribution to retirement (401a) after meeting service requirements. Health, dental, and life insurance. Reimbursement for vision expenses.

JOB SUMMARY

We are looking for a proven leader and motivator to join our management team at the Westland Public Library. This person will lead a talented staff of adult services librarians and techs toward innovative and creative ways to serve our community. The ideal candidate will have a passion for providing customer service outside the box, including programming, displays, outreach, and more.

As a manager, this person will be responsible for hiring, training, and disciplining staff when needed. They will also oversee the budget and management of the current collection, including assessments and suggestions to improve efficiency in all areas. As part of the management team, the Head of Adult Services will participate in strategic planning, policy development and other management-level responsibilities

JOB DUTIES

An employee in this position may be called upon to do any or all of the following duties. These examples do not include all the duties the employee may be expected to perform.

SUPERVISORY

- Participates in the interviewing and hiring of Adult Services department employees
- Conducts annual performance evaluations of employees in the Adult Services department
- Coaches employees to accomplish established goals and enhance job performance
- Responsible for disciplining or recommending discipline of Adult Services department employees to the Library Director, depending on the severity of the discipline
- Serves on special task forces/committees as assigned by the Library Director
- Serves as Supervisor-in-Charge of the library on a rotating basis

OPERATIONAL

- Supervises daily operations of the Adult Services department comprising Reference, Readers Advisory, Circulation and Outreach services
- Periodically assess and evaluate department performance and make adjustments where necessary
- Responsible for oversight and final approval of department work schedules
- Manages the department's print, non-print, electronic, and periodical collections
- Prepares written and statistical reports on departmental activities and evaluates the effectiveness of collections, programs, and services
- Coordinates equipment purchases and maintenance requests for the department

PUBLIC SERVICE

- Coordinates educational presentations, book discussions, technology training, and other library programs for adults on a diverse range of topics
- Collaborates with other departments to enhance library services and implement special projects
- Cultivates relationships with local organizations, businesses, and underserved populations to expand library services to those communities
- Coordinates projects for adult volunteers
- Work with other departments in fundraising and grant writing for special programs/projects

EDUCATION AND EXPERIENCE

- ALA-accredited Master's degree in Library and Information Science
- 4-6 years of professional experience in a library of equivalent size with relevant supervisory and adult services experience
- Bachelor's degree from an accredited college or university
- Expert knowledge of current trends in Adult Services and modern public library operations
- Extensive knowledge of reference resources in all formats
- Extensive experience working with adults of all ages
- Strong knowledge of Windows-based computers, the Internet, databases, automated library systems, and downloadable and streaming resources

JOB REQUIREMENTS

- Strong leadership style
- Expert organizational and planning skills.
- Ability to work independently and as a member of a cross-functional team
- Ability to handle multiple priorities and emergencies with minimum supervision
- Demonstrated ability to train, supervise, and motivate library staff in a union environment
- Strong interpersonal and public relations skills with library staff and patrons.
- Ability to interpret statistical data, analyze information, and evaluate programs.
- Actively participate in professional organizations at the local, state, or national level
- Library of Michigan Level 1 certification
- Valid Michigan driver's license or ID

WORKING CONDITIONS

- Work a varied schedule including evenings, weekends and some holidays
- Ability to lift, push, and/or pull at least 40 pounds
- Frequent sitting/standing in one position for extended periods of time
- Ability to operate a variety of library equipment, including a computer, scanner, copy machine, and cash register

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. The details herein are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.