

Hanson Public Library

Assistant Director/Adult Services Librarian

Summary

The Assistant Director/Adult Services Librarian is a professional position responsible for assisting the Director with the daily operations of the Hanson Public Library and for leadership and management of the adult services department.

Duties and Responsibilities

- Assists the Director with planning, implementing, and managing the operations, programs, collections, and services of the Library
- Plans and implements programs and services that respond to the educational, cultural, and recreational needs and interests of adults
- Contracts with performers to present specialized adult programming
- Develops and conducts programs for the Library's summer reading program
- Assists the Director with the evaluation and purchase of equipment and technology
- Assists with the maintenance and troubleshooting of the Library's technology and equipment
- Develops and participates in public relations and publicity efforts for Library activities and services through press releases, promotional materials, displays, speaking engagements, etc.
- Responsible for the Library's website, social media accounts, and other related platforms
- Assists the Director with developing policies and procedures for approval by the Board of Trustees
- Acts as volunteer coordinator, responsible for recruiting, selecting, scheduling, training, and supervising Library volunteers
- Assists the Director with recruitment, selection, and hiring of new employees
- Responsible for training and supervising employees, assigning duties, and monitoring performance
- Coordinates with other Library staff and partners with the Library Foundation, community organizations, town departments, and local businesses to promote the Library and its services
- Responsible for monitoring the condition and security of adult collections and service areas
- Researches, implements, and administers grant opportunities to fund Library programs and services
- Assists the Director with scheduling staff, processing payroll, paying bills, compiling statistics, preparing reports and presentations, conducting strategic planning, and budgeting for programs, materials, and supplies
- Oversees building maintenance and custodial services and responds to building emergencies to ensure that the facility is a clean, safe, and pleasant environment for staff and patrons
- Manages assigned areas of the collection, including selection, purchase, and withdrawal of materials

- Stays informed of contemporary issues, trends, and technology in the library profession and participates in professional development opportunities to enhance relevant library skills
- Attends Town Meetings, Board of Trustees meetings, and meetings of other municipal departments or local organizations as necessary
- Answers reference questions from people of all ages in person, over the phone, and through email
- Assists patrons with obtaining items through interlibrary loan, selecting reading material, and using the Library, print and online resources, the Internet, mobile apps, computer software, and a wide variety of technologies, including computers, printers, photocopiers, and mobile devices
- Staffs the circulation desk and performs circulation duties as needed
- Implements special projects and performs related work as required, as directed, or as the situation dictates

Knowledge, Skills, and Abilities

- Ability to establish and maintain effective, cooperative, and positive working relationships with staff, volunteers, town officials, community organizations, the media, and the public
- Capable of dealing in a tactful and courteous manner with a wide spectrum of people in an atmosphere of sometimes noisy activity
- Exceptional written and oral communication skills and a variety of writing experience, including web content, press releases, and newsletters
- Considerable knowledge of current library principles, policies, procedures, practices, technology, services, and materials
- Ability to train and supervise the work of professional, technical, and clerical Library staff and volunteers
- Dedication to deliver outstanding customer service
- Capable of performing a variety of duties with accuracy, close attention to detail, good judgment, and initiative
- Skilled at moving between tasks with patience, flexibility and ease
- Ability to develop and administer a variety of programming for adults
- Experience with operating and troubleshooting a variety of technology and associated software
- Ability to analyze issues independently and objectively, formulate long range organizational plans, and put them into operation

Qualifications

- Master's degree in library science from an ALA accredited program
- Minimum of two years of experience in professional public library work, including supervisory experience
- Demonstrated knowledge of computers and technology required
- Familiarity with Wordpress and SirsiDynix Workflows preferred
- Willingness to work evenings and weekends