

CITY OF MIDDLETON
 HEAD OF ADULT SERVICES



Division/Department	Middleton Public Library
Location	7425 Hubbard Avenue
Job Title	Head of Adult Services
Reports to	Library Director

Level/Grade	Type of position:	Hours <u>40</u> / week
	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> LTE <input type="checkbox"/> Seasonal	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt

GENERAL DESCRIPTION

Under the general supervision of the Library Director, this position is responsible for the Adult Services Department and staff. This positions oversees the daily operation of the library’s lower level service desk, electronic resources, adult programming, and development of the adult collections. This position is a member of the Management Team, who participates in library planning, policy-making, development of community partnerships, and serves as an operational supervisor in the absence of the Library Director.

JOB FUNCTIONS

- Interviews and oversees the training and supervision of Library Assistant II/Adult Service positions and Page II-Reference Subs.
- Assists library users in finding and using print and online resources.
- Performs reference services and offers reference & computer lab assistance.
- Oversees the planning and promoting of programs and book discussions for adults.
- Oversees daily operation of the library’s lower level service desk.
- Manages the collection development, selection and weeding of materials for adult library users.
- Promotes library events and services through social media tools, the Library’s website, etc.
- Oversees, creates, and teaches public instruction and technology-related classes.
- Identifies, evaluates, and implements emerging technologies including e-books and e-readers, and mobile technologies.
- Serves on professional committees, as appropriate.
- Enhances skills and keeps up with library trends by reading journals, attending conferences and participating in other continuing education and professional events.
- Participates in community collaborations, partnerships, and regional library efforts.
- Administer proctoring of exams for distance education students in the community.
- Interviews and oversees the training and supervision of practicum students from the UW-Madison iSchool.
- Performs other related job duties as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

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	<ul style="list-style-type: none"> – Knowledge and understanding of library principles, procedures, technology, goals, and philosophy of service. – Knowledge and awareness of adult authors and popular culture. – Knowledge of library operations, services, and materials. – Knowledge of and fluency in the English language. – Ability to direct and supervise the work of others. – Ability to meet and deal effectively with staff, individuals, local organizations and the community at large; and maintain effective public relations and building sustainable partnerships. – Ability to plan, organize, and carry out a program of library service for a designated area. – Ability to gather statistics, analyze information, and write reports. – Ability to use equipment such as the computer, scanner, printer, telephone, e-book readers, mobile technologies, fax machine, and copy machine. – Willingness to enhance skills in the above areas through participation in continuing education activities. – Ability to work as a team player within the adult services department and with other departments.
EDUCATION AND TRAINING	
	<ul style="list-style-type: none"> – Completion of Masters Degree in library studies from an ALA accredited institute. – Public instruction/presentation experience. – Three or more years of professional library employment, preferred. – Two years of supervisory experience, preferred. – Valid Wisconsin State drivers license, within three months of employment.

Physical Demands of the Position

1. Sitting, standing, walking, climbing, and stooping.
2. Bending/twisting and reaching.
3. Talking and hearing; use of telephone.
4. Far vision at 20 feet or farther; near vision at 20 inches or less.
5. Fingering: typing, writing, filing, and sorting.
6. Ability to move around the library and to travel to meetings outside the library.
7. Access to reliable Internet connection outside the work place.

Mental Requirements

1. Analytical skills: identify problems and potential areas for improvement; utilize available information sources in decision making.
2. Problem solving skills: develop feasible, realistic solutions to problems.
3. Planning and organizational skills: develop long-range plans and establish methods for accomplishing goals.
4. Communication skills: effectively communicate ideas and information both in written and oral forms and in standard English.
5. Reading ability: effectively read and understand information contained in prefaces, indexes, tables of content, memoranda, reports, and bulletins.
6. Time management: set priorities and follow through to meet assignment deadlines.
7. Creative decision-making: effectively evaluate or make independent decisions based upon experience, knowledge, or training, without supervision.
8. Keeps current with library trends, and modern culture and new technologies as they apply to library services.
9. Must have a sense of humor.

Environmental/Working Conditions

1. Inside work environment.
2. Flexible work hours; frequent evening and a regular weekend rotation.

Equipment Used

Computers, software programs, scanners, e-book readers, mobile technologies, printers, copy machine, fax machine, microform reader-printer, telephone, audio-video equipment, and building security system.

Updated: June 26, 2013

Updated: August 6, 2014

Updated: September 2015

Updated: March 8th, 2019