

NMCPLS Job Description

Job Title: Manager, Adult Services
Department: Adult Services
Reports To: Director
FLSA Status: Nonexempt
Prepared By: Director
Prepared Date: June 2008
Approved By: Board of Trustees
Review & Approve Date: July 2008, July 2016, August 2016, May 2018, May 2019, April 2022, April 2024

SUMMARY

Manages operations of the adult services department which includes the Indiana Room by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Plans, organizes, supervises, and coordinates the work of subordinates in delivering library services. This includes overseeing the circulation desk operations, duties, and monitoring cash. Also includes supervising the opening and closing of the building.
2. Plans, prepares, presents, attends, and markets library programs in and outside of the library for adults to encourage lifelong learning and to meet community needs. Supervises, leads, assists, and inspires the adult services staff to do the same.
3. Develops and sustains community partnerships with local organizations.
4. Plans and coordinates activities related to collections including selection, processing, weeding, inventory, basic cleaning/repairing, and shelving.
5. Oversees registration of patrons, charging and discharging of materials (including interlibrary loans), organization of incoming materials, and distribution of materials to appropriate areas.
6. Supervises collection and accounting of departmental fines and fees which includes meeting room reservations and collecting and returning meeting room deposits.
7. Plans and coordinates activities related to services for adult and special needs patrons.
8. Directly assists patrons in locating information, selecting materials, and using equipment. Performs clerk duties, when necessary, as listed in the clerk job description.
9. Furnishes information on activities, facilities and rules through displays and written materials.
10. Maintains an attractive and inviting atmosphere in the department, requests supplies and equipment.
11. Coordinates volunteer services.
12. Maintains regular communication, both formal and informal, with all other personnel.
13. Participates in professional development activities that follow the requirements of IC 36-12-11-6 and 590 IAC 5 rule entitled Librarian Certification. Seventy-five (75) library education units (LEUs) are required every 5 years with at least 15 LEUs required every year until 75 LEUs are obtained unless special circumstances arise. If the certification is not kept renewed by the staff member, the library will be at risk of losing state and federal funds; therefore, the employee may be at risk of disciplinary action up to and including termination. Refer to the Indiana State Library Certification Manual for a definition of LEUs at <http://continuinged.isl.in.gov/certification/>.
14. Organizes and prepares for shipment all items to be transited to other libraries.
15. Supervises the reporting and calculation of the adult department statistics.

SUPERVISORY RESPONSIBILITIES: Directly supervises employees in Adult Services. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, recommending candidates for hire, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: The North Madison County Public Library System follows the requirements of IC 36-12-11-6 and 590 IAC 5 rule entitled Librarian Certification. An associate degree or 60 college credit hours from an accredited college or university is required plus at least a Librarian Certificate 5. The staff member is required to renew their certification every 5 years with the Indiana State Library at the employee's cost of \$50.00 which includes verifying that 75 LEUs have been obtained. For more information, please read the Indiana Public Library Certification Manual available at <http://continuinged.isl.in.gov/certification/>.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ration, percent; and to draw and interpret bar graphs.

REASONING ABILITY: To perform this job successfully, an individual must be able to define problems, collect data, establish facts, and draw valid conclusions; plan and organize work.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Indiana drivers' license. This position is required to have a Library Certificate 5 (LC5) or a temporary certificate which can be held for 3 years while working toward certification and is obtained from the Indiana State Library.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel, reach with hands and arms, talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl, and taste or smell. The employee must regularly lift and or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is primarily performed at the Elwood Public Library but requires visits to branches and other locations. Noise level in the work environment is usually moderate.

SAFETY-SENSITIVE POSITION: The duties and responsibilities of this position involve operation of a motor vehicle to travel between branch facilities and other locations. As a result, this position is considered a safety-sensitive position under the library's drug and alcohol testing policy.