

Job Description

POSITION: Adult Services Team Leader

LOCATION: Harris Branch (location is subject to change)

FLSA STATUS: Exempt

CERTIFICATION: Indiana LC 3 (Professional Assistant)

HOURS OF WORK: Full Time/40 hours per week with at least one evening per week and weekend rotation (hours subject to change)

WAGE: \$25.00 per hour (minimum starting pay)

BENEFITS: As specified in the latest edition of the staff handbook or as amended by the Board of Trustees.

DIRECT SUPERVISOR: Adult Services Coordinator

SUMMARY: The Adult Services Team Leader is responsible for the management, scheduling and operation of the branch-based Adult Services department.

QUALIFICATIONS AND WORK SKILLS:

Required

1. An MLS degree from an ALA-accredited library school
2. At least two years of library supervisory experience
3. Ability to work well with patrons and staff
4. Excellent oral and written communication skills
5. Ability to instruct patrons and staff in technology and materials
6. Strong commitment to excellent customer service
7. Proficient in the use of computers and library technology; ability to learn new technology quickly

RESPONSIBILITIES AND DUTIES:

The purpose of this position is to oversee daily activities and staff of the Adult Services department at the assigned location, provide outstanding patron user experiences and communicate patron and staff needs to the Adult Services Coordinator.

ESSENTIAL JOB DUTIES:

1. Provide a positive role model for team members
2. Oversee Adult Services at assigned location
3. Supervise, train and evaluate staff
4. Reconcile bank deposits

5. Assign/participate in reader-advisory tasks, collection support and other Reference activities
6. Assign/participate in account-related correspondence, meeting room bookings and other Reference and Circulation activities
7. Promote adult literacy initiatives (such as the Summer Reading challenge) and programming to branch patrons
8. Participate in professional development to remain informed of current trends, emerging issues and best practices in public libraries
9. Participate in system-wide staff trainings and departmental training
10. Participate in short or long-term system wide projects and collaborative work
11. Perform other duties as assigned

PHYSICAL REQUIREMENTS:

1. Ability to pull a loaded book cart
2. Ability to lift and carry 30 pounds
3. Ability to frequently stand, bend or stoop to shelve books
4. Ability, stamina, and balance to perform basic movements frequently (such as squatting, bending and stooping, marching, turning in circles, and lifting arms overhead)
5. Ability to sit while keyboarding or typing

Revised 06/2022