



POSITION OPENING: ASSISTANT HEAD OF ADULT SERVICES

Work schedule: 37.5 hours per week, includes participation in night and Sunday rotation

Compensation: \$48, 740 per year

Qualifications:

- MLIS from an accredited school or equivalent library experience.
- Library and management experience are desired.
- Customer service experience and event planning experience are desired.
- Computer literacy, including familiarity with the library's digital services and mobile devices.
- Demonstrated ability of strong written and oral communication and interpersonal skills
- Valid driver's license and proper vehicle insurance or ability to travel

Essential Job Duties and Responsibilities:

- Serves as Person In Charge of the Library.
- Supervises Adult Department Staff with the Head of Adult Services: participates in hiring, training, evaluation, discipline and coaching of assigned staff.
- Works in conjunction with the Head of Adult Services to motivate and reward staff, providing guidance and assistance to staff with daily work activities as required.
- Helps the Head of Adult Services develop strategic goals, policies, procedures and services for the Adult Services Department.
- Serves as head of interdepartmental committee on programming.
- Oversees programming for the adult community of Antioch, including passive programming and outreach.
- Provides reference and reader's advisory assistance during regularly scheduled desk hours.
- Participates in collection development.
- Keeps abreast of current library trends, news and pop culture.
- Suggests new ways the Library could serve the adults of Antioch.
- Plans, develops and implements a broad range of classes and workshops for adults. Programs may take place virtually, at the library, off-site or a combination of these.
- Manages yearly adult programming budget.
- Writes engaging copy describing programs for the event calendar and the newsletter.
- Regularly surveys program participants to assess the quality of library programming as well as solicit ideas for future events.
- Attends quarterly area programming meetings and develops networking relationships with local area library programmers.
- Attends local adult services librarian meetings and develops networking relationships with local area adult department managers.
- Other duties as assigned

Please submit your resume and letter of interest to Amy Blue, Deputy Director of Public Services.