

**Paul Sawyer Public Library**  
**Job Title: Adult Services Manager**  
**Reports to: Executive Director**

**Status: Exempt Full-time (37.5 hours per week)**  
**APPLICATION DEADLINE: Friday, September 27th by 5:00 pm**

The Paul Sawyer Public Library in Kentucky's capital city of Frankfort is seeking a creative and inspired **Adult Services Manager** to lead and coordinate information, circulation, and adult outreach services. This position reports to the Executive Director as part of a collaborative library leadership team. The leadership team works together to oversee the development of innovative, responsive, high-quality services and partnerships that support the library's strategic priorities and local needs and interests. The successful candidate will have exceptionally strong leadership and communication skills, organizational abilities, community relations skills, and will thrive in a truly collaborative environment.

**Job Definition:** Performs administrative and advanced professional work; oversees and manages daily library operations and services. Administrative manager for Circulation, Reference, and Adult Outreach.

**Essential Duties and Responsibilities**

The list of essential functions, as outlined below, is intended to be representative of the tasks performed within this position. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position. The list includes the following:

Administrative

- Responsible for implementation, daily operation, updating, and maintaining LS2 Staff for TLC's Library Solution ILS.
- Plans, prepares, implements, and monitors budget for departments under Adult Services umbrella.
- Meets with Director and other department heads to review and implement library policies and procedures, directives, services and to exchange information.
- Assists with preparation of local, state and other statistical reporting as needed.
- Maintains membership in appropriate professional organizations, attends conferences and events to ensure professional development; shares information with staff and promotes professional and educational development to staff.

Leadership & Supervision

- Hires, supervises, trains, coaches, schedules, evaluates, motivates, and directs professional, paraprofessional, and clerical staff.
- Develops, recommends, and implements new services and/or programs.
- Establishes goals and objectives for departments, individuals, and self.
- Supervises and assists staff in the planning, development, implementation, and coordination of new and/or existing activities involving adult programming.
- Ensures staff are responsive to patrons in a consistent, friendly and professional manner.
- Resolves problems and complaints in a pleasant, professional, and timely manner.
- Works in conjunction with department heads on administrative and technical issues.

Collection Development

- Supervises the selection, promotion, usage, maintenance, inventory, and weeding of all materials related to fiction, nonfiction, video, audio, and other smaller collections in adult services.
- Supervises the selection, promotion, usage, maintenance of materials related to online databases, web-based services, streaming services, and e-material.

- Supervises serials control for all library services.

**This position will require working during any of the hours that the library is open, including evenings and weekends. Although a weekly schedule is established, the needs of the library may require schedule changes and flexibility.**

**To perform the job successfully, an individual should demonstrate the following competencies**

- Be a dynamic, energetic, innovative, and enthusiastic team player.
- Have a working knowledge of project management.
- Be able to supervise, train and motivate others, including supervisory staff, to provide excellent customer service.
- Have the ability to multi-task, manage time effectively, troubleshoot, meet deadlines, collaborate but also work independently with initiative.
- Thorough knowledge of library materials and their sources and collection development issues.
- Ability to establish effective working relationships with officials, community organizations, individuals, and the public.
- Ability to attain and/or maintain appropriate level of state-mandated certification for this level of management.

**Education and/or Experience**

Master in Library and Information Science (MLIS) from an ALA-accredited school (or equivalent) is required. Some experience in supervising employees is required (three – five-years is preferred).

**Knowledge, Skills and Abilities**

- Knowledge of practices, procedures, techniques, material and technology used in professional library service, including general reference, classification, circulation, and adult library services.
- Knowledge of computer tablets, e-readers, iPads, smartphones and demonstrated ability to help patrons and/or staff in need of assistance when using these devices to utilize library databases and services.
- Ability to solve practical problems without director intervention. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to manage difficult or emotional customer situations, responding to customer needs and requests for service and assistance. Maintains high quality customer service skills.
- Ability to deal with people tactfully and effectively, establish and maintain effective working relations, and provide excellent customer service to all library patrons.
- Must be flexible and able to handle frequent interruptions.
- Working knowledge and support of social media platforms utilized by the organization.

**Computer Skills**

To perform this job successfully, an individual should have knowledge of TLC Database software, electronic services and digital collections, be proficient using Microsoft Office (with particular proficiency for Word, Publisher, PowerPoint). Must have experience with social media tools. Must have a willingness to learn new technology, including library technologies.

**Physical Demands**

While performing the duties of this job, the employee must be able to communicate information and ideas so others will understand and be able to exchange accurate information in these situations. The employee must be able to remain in a stationary position 70% of the time; move about the office and department to access computers, library materials, and other office equipment; operate a computer and other office equipment; grasp library and other materials; and position self to access library materials and other objects on low and high shelves. The employee must occasionally lift and/or move up to 30 pounds.

Paul Sawyer Public Library is committed to equal employment opportunity. The physical demands described herein 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 these essential functions.

Job descriptions are subject to change as needs and services change within the library environment.

**Salary**

The starting range for this full benefit-eligible, exempt position is \$63,000-67,000 per year, dependent on experience.

**Benefits:**

- Medical, dental, vision and life insurance
- Supplemental benefits to include (but not limited to) short-term disability and long-term disability
- Generous paid time off plan (vacation, sick, holidays)
- Pension plan (mandatory 6% contribution) with employer contribution
- Employee assistance program
- 401k, 457, & IRA

**HOW TO APPLY:**

Interested candidates should submit a cover letter stating their interest in the position and why they would be the best candidate, a current résumé and a completed application to [HR@pspl.org](mailto:HR@pspl.org) no later than Friday, September 27<sup>th</sup> by 5pm. Documents can also be dropped off at the Circulation desk on the first floor.

**NO PHONE CALLS.**