

Herrick District Library - Job Opening

Position: Librarian II – Public Services Manager

Grade: A-3

Salary: \$65,749 to \$81,182 annually. Exempt position. Generous benefits package.

Reports to: Director

Position Summary:

The Public Services Manager is responsible for managing all aspects of the Public Services department (PS), including programs, collections, services, and staff. Plans, implements, and evaluates all library services delivered by the Public Services Department.

The ideal candidate will possess exceptional communication, organizational, and problem-solving skills and demonstrate a deep understanding of reference, programming, and community building.

Essential Functions:

1. Leadership – Active member of the Management Team. Collaborates with other managers to achieve organizational goals. Deeply involved in setting the direction for the library. Applies library's mission, core values, and goals within the department. Establishes and monitors annual departmental budget. Regularly serves as supervisor-in-charge of the library.
2. Management - Trains, schedules, coaches, and evaluates Public Services staff.
3. Reference and Information - Exemplifies customer service and creates a user-centered experience. Provides reference and reader's advisory services. Assists patrons with the use of equipment including microfilm reader-printers, computers, printers, photocopy machines, and mobile devices. Evaluates and encourages use of the library's print and digital collections.
4. Programming and Outreach – Plans and presents programs and events on a wide variety of topics to meet community needs. Coordinates and evaluates programming presented by Public Services staff. Fosters a collaborative relationship with community groups, businesses, and organizations.

5. Data Management - Collects and utilizes library statistical data for reports and to understand trends and improve services. Evaluates emerging trends, services, and collections and proposes ideas and solutions.

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions.

- Occasionally requires lifting, pushing, pulling, and carrying objects weighing up to 50 pounds
- Frequently requires use of office equipment as well as long periods of sitting, standing, or walking as needed
- Occasionally requires stooping and crouching
- Occasionally requires reaching, including overhead reaching

Qualifications:

- Master's degree in library science or related field is required
- Minimum of five years of experience in a public library as a professional librarian
- Management experience is preferred

Please submit a resume, cover letter, and job application to business@herrickdl.org by December 16, 2024.