



EMPLOYMENT OPPORTUNITY AVAILABLE

Bloomfield Township Public Library is seeking an enthusiastic, forward thinking and experienced individual to serve as our Adult Services Department Head. The successful candidate will have a strong commitment to provide quality public service and the desire to work in a collaborative, team environment. Bloomfield Township Public Library is a Class 5 library serving a community of 41,070 residents. There is strong community support for the Library and the collections, programs and services offered. The Library is a member of The Library Network cooperative as well.

POSITION TITLE: Department Head, Adult Services

DEPARTMENT: Adult Services, Reporting to the Library Director

RESPONSIBILITIES:

This position is responsible for effectively managing all aspects of the Adult Services department to ensure positive public service is provided that meets community needs and that the department operates smoothly. Administrative responsibilities such as human resource management, budgeting, community outreach and public relations are part of this position. Also included are responsibilities for developing and promoting teen and adult library programs, and overseeing collection management. This position is a member of the Library's management team and will participate in strategic planning, and policy development, among other management level team responsibilities.

REQUIREMENTS:

Minimum:

- ALA accredited Master's degree in Library and Information Science plus a minimum of 4 years professional Library experience on a service desk in a public library with supervisory and program management experience.
- Strong skills in using Windows-based computers, the internet, database searching, and downloadable resources.
- Proven track record of strong and enthusiastic public service commitment, including Readers' and Viewers' Advisory skills.
- Proven interpersonal and public relations skills to work effectively with Library patrons, staff, and the community in a team environment.
- Strong communication skills.
- Ability to interpret statistical data, analyze information, and evaluate programs.
- Ability to lift, push, and/or pull at least 20 pounds.
- Ability to review materials and discern voice and audible tones.

Desired:

- Considerable knowledge and experience in Adult and Teen Services.
- Public speaking experience.
- Experience working with community organizations.

- Demonstrated ability to mentor, motivate, and inspire others.

HOURS:

Full-time, 37.50 hours per week including nights and weekends on a flexible basis.

WAGE & BENEFITS:

\$56,320 to 76,032 or \$28.88 to \$38.99 per hour. Benefits include paid leave time such as vacation, sick, holiday and emergency time. Health Insurance, Dental and Optical Insurance, Term Life and Disability Income Insurance provided. Defined contribution retirement plan and retiree health savings plan offered. Eligible for Deferred Compensation and other Voluntary Benefits. Opportunity to participate in Professional Development.

APPLICATION:

Due Monday, July 30, 2018. A resume and cover letter must accompany your application.

In addition, a written response answering the following 3 questions must accompany your cover letter, resume, and application (250 word limit per question):

1. Describe your public service philosophy.
2. If time, money, and space were not an issue, what programs, collections, or services would you like to initiate in this library? In other words, what is your dream to add to a public library?
3. How would you learn about the Bloomfield Township community in order to provide relevant library services, collections, and programs?

The application is available at the Library's Welcome Desk and also on the Library's website at btpl.org/about-us/employment-volunteer/

Mail:
Careers
Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Township, MI 48302

Email: careers@btpl.org
Fax: (248) 258-2555

*Bloomfield Township Public Library champions the power of words
to spark discovery and imagination.
For more information about the Library, visit our website: www.btpl.org*

ADULT SERVICES DEPARTMENT HEAD
TYPICAL DUTIES

Typical duties may include:

- Oversee Adult Services Department
- Train new librarians
- Perform job evaluations for Librarians
- Write and coordinate the Adult Services programming material for the quarterly newsletter
- Create and schedule the Adult Services Librarian's work
- Attend bi-monthly Management Advisory Committee (MAC) meetings
- Responsible for tracking Adult Services budget
- Work with the Adult Services Department to plan programs for the next year
- Work with a community group to present a program
- Give a book talk to a community group
- Answer a patron's question on how to access and download a book
- Resolve staff or patron questions in the Library
- Order new material for the collection
- Help a student with their homework research
- Stay late to supervise an afterhours concert
- "Pop Up" at Bloomfield Township's yearly open house
- Oversee the shifting of a part of the book collection
- Work with the Friends of the Library on culling books from the donations
- Collaborate with other departments to create Sunday work schedules
- Respond to emergencies as Senior in charge