JOB INFORMATION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Adult Services &amp; Information Services Manager</th>
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</thead>
<tbody>
<tr>
<td>Civil Service:</td>
<td>N/A</td>
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<tr>
<td>Department:</td>
<td>Library</td>
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<tr>
<td>Bargaining Unit:</td>
<td>Non-Bargaining</td>
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<tr>
<td>Reports to Position:</td>
<td>Library Director</td>
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<tr>
<td>Pay Grade:</td>
<td>NB PayScale</td>
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<tr>
<td>Location:</td>
<td>Marion Public Library</td>
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<tr>
<td>Overtime Status:</td>
<td>Salary</td>
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<tr>
<td>Effect. Date:</td>
<td>7/1/17</td>
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<td>FLSA Status:</td>
<td>Exempt</td>
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JOB SUMMARY

Provide a brief description as to the primary purpose of this job (no more than three to five sentences):

This is a supervisory professional position at the Marion Public Library. The Manager manages a division of the library under the direction and supervision of the Library Director. The Manager assists the library’s diverse patron population, both in person and through designing, managing, and facilitating core and specialized library functions.

The employee serves as a member of the leadership team that develops and facilitates library policies, service programs, and collections; participates in visioning, strategic planning, problem solving, marketing and outreach activities, and space utilization planning.

ESSENTIAL JOB DUTIES/WORK PERFORMED

List essential job functions that comprise the job; describe in terms of actions (verbs) and desired outcomes in order of most important first:

- Plan, coordinate, and manage library services for adults (including information and reference services, electronic databases, and programming)
- Provide leadership and direction for the library’s adult and young adult collections (including identifying collection development goals, analyzing collection use, organizing and overseeing work of selectors, and recommending appropriate allocation of materials budget)
- Staff service desks and provide reference and technology assistance to individuals and groups; provide support and training for other staff assigned to service desks
- Conduct bibliographic, informational and readers’/viewers’/listeners’ advisory searches with patrons
- Proactively identify current and projected adult information needs and develop services in response to these needs
- Work with other coordinators to assess library services for all ages, contribute to library planning documents, and strategize ways to improve services for the Marion community

Other Responsibilities

- Train, supervise, and evaluate division staff
- Welcome visiting individuals and groups by providing tours and other informational assistance
- Attend and participate in library staff meetings and training sessions
- Participate in professional organizations and continuing education activities
- Work at public service desks
- Supervise the library when the Library Director and the Assistant Library Director are not present

Daily work may include some clerical and paraprofessional tasks including but not limited to general circulation duties and minor maintenance.

REQUIRED KNOWLEDGE AND SKILLS

List key dimensions (measurements for success) for this position:

- Knowledge of the principles and practices of library science
- Ability to apply knowledge of professional practices to library services, including but not limited to programming, reference service, collection development, and organization of information
- Knowledge of information and reference sources in diverse formats
- Knowledge of and ability to apply information search techniques and practices
- Awareness of trends and developments in information storage and access technologies and practices
- Knowledge of reference interview techniques and practices
- Knowledge of adult and young adult information needs and ability to conduct user and community analysis; ability to use results of this analysis to design programs and services
- Ability to understand, collect, and calculate statistics and perform qualitative analysis of services
- Ability to work with minimum supervision
- Ability to supervise, train and evaluate staff
- Ability to represent the library to the public and profession
- Ability to work collaboratively
- Ability to act with political savvy
- Ability to identify potential community partners and develop and maintain relationships as appropriate
- Ability to communicate clearly and concisely, both orally and in writing

### ESSENTIAL FUNCTIONS & PHYSICAL ABILITIES

**List key relationships (to whom and the nature of the relationship) and leadership received and from whom associated with this position:**

- Ability to sit, bend, stoop, reach, stand, push, pull as required
- Physical agility, strength and dexterity necessary for handling library materials up to 35 pounds.
- Dexterity to use basic technology equipment, including a keyboard, mouse, and touchpad
- Interpersonal skills and cognitive flexibility to interface with a variety of internal and external customers in diverse, sometimes high-stress, situations
- Executive functioning skills appropriate for a busy, fast-paced environment

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### QUALIFICATIONS

**List the minimum requirements to be considered for this position:**

- MLS degree or its equivalent from an American Library Association accredited program is required.
- Demonstrated project management and customer services skills are required.
- Experience in providing adult information and reference services is preferred.
- A valid Iowa driver’s license is required within 30 days of hire.

### WORKING CONDITIONS

**List working conditions for this position:**

- Works in an office environment
- May be required to work some overtime upon demand of workload
- The Marion Public Library is a customer focused library with a high level of use by patrons of all ages. Patrons have high expectations for the quality and efficiency of library services.
- Program coordinators are required to work one evening per week and in a Saturday-Sunday rotation.
- They regularly work with and have access to patron records that are confidential according to the Code of Iowa.

### REQUIRED BACKGROUND CHECKS

**List working conditions for this position:**

- Worker’s Compensation Background check
- Sex Offender Registry
- Drug Screening
- Driving Record
- Pre-Employment Physical