

## TOWN OF SHARON JOB DESCRIPTION

Title of Position: Head of Adult and Technology Services

Department/Appointing Authority: Library/Library Director

Date: 4/21/2014

Originator: Lee Ann Amend

Personnel Board Use Only

Classification LMP-3

Effective Date of Classification March 1, 2014

Classification Authority: Personnel Board

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### 1. Summary Description

Responsible for professional adult and information technology services to the general public; maintains and coordinates collection development services as required; manages computer technologies within the library; manages collections and usage of the local history room; plans and coordinates adult programming and activities.

### 2. Essential Functions

**The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.**

Responsible for a wide range of activities related to the operation and management of the Adult and Information Services Department designing and initiating new methods and services.

Develops long range plans for the department.

In collaboration with the Library Director and staff assigned to this department; selects, troubleshoots and maintains basic library technology, networking equipment and e-readers.

Provides information, reference, reader's advisory and referral services to all patrons; in person, through social media, email or other form of communication

Develops and maintains the reference, ESL, local history and other specialized collections within the library, including; online and single license databases, multi-media materials and other sources as required

Plans, organizes, conducts adult programming on a weekly, monthly or seasonal basis such as book discussion groups, craft, educational, and professional performer programs and special events; plans and develops related public relations materials; coordinates services and programs with the local community in line with library long range goals

Responsible for creating, entering and submitting adult program publicity to local newspapers, local cable TV, radio, library website and social media one month ahead of program presentation; works with local organizations to encourage support of library programming

In collaboration with the Library Director, oversees and participates in the selection, maintenance and evaluation of adult collection development services; assigns weeding and other duties to staff as needed

Provides training and assistance to patrons in the use of computer hardware and software, online databases, e-readers, and other resources as necessary

Represents the library to community groups as assigned

Manages the Library website, social media and Library newsletter in coordination with the Library Director and other staff

Prepares grant applications to support adult services, as approved by the Director

Participates in the planning and presentation of staff meetings and training sessions as requested

Maintains professional knowledge through attendance and participation in local and regional library conferences, seminars and workshops

Maintains appearance of the reference/information desk, keeping it neat and accessible at all times; performs other duties as necessitated by staff absences or vacancies

This position has access to department-related confidential information, such as patron records, personnel records for staff assigned to this department, and other records necessary to complete assignments.

Performs a variety of professional library activities necessitated by staff absences or vacancies

May act in a supervisory capacity for the library at the discretion of the Director

### 3. Supervision

Supervises two part time professional employees; participates in annual reviews and general work guidelines to staff assigned to the Adult and Information Services Department.

### 4. Reporting Structure

The Head of Adult and Technology Services works under the direction of the Library Director. Work requires substantial individual initiative and judgment. Incumbent meets regularly with the Library Director to discuss department funds, plans, programming and problems. Issues involving policy decisions are referred to the Library Director.

### 5. Physical Environment

Work is performed primarily at the Reference/Information desk, where the noise level could be loud; workload is subject to seasonal fluctuations which will require advanced planning, coordinating and publicizing of adult activities. Regular library schedule may require evening and weekend work.

### 6. Education/Basic Knowledge

An MLS (Master's degree in Library and Information Science) from an American Library Association accredited college/university required.

### 7. Experience

Three to Five years' professional experience in Adult Services/Reference Librarianship in a public library preferred. Experience in maintaining library computers, e-readers and networking equipment required. Supervisory experience preferred.

Must have strong interpersonal and communication skills, be able to multi-task and work independently.

**This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.**