

Job Description

POSITION: Adult Services Team Leader

LOCATION: Harris Branch (location is subject to change)

FLSA STATUS: Exempt

CERTIFICATION: Indiana LC 3 (Professional Assistant)

HOURS OF WORK: Full Time/40 hours per week with at least one evening per week and weekend rotation (hours subject to change)

WAGE: \$20.50 per hour (minimum starting pay)

BENEFITS: As specified in the latest edition of the staff handbook or as amended by the Board of Trustees.

DIRECT SUPERVISOR: Adult Services Coordinator

SUMMARY: The Adult Services Supervisor is responsible for the management, scheduling and operation of the branch-based Adult Services department.

QUALIFICATIONS AND WORK SKILLS:

Required

1. An MLS degree from an ALA-accredited library school
2. At least two years of library supervisory experience
3. Ability to work well with patrons and staff
4. Excellent oral and written communication skills
5. Ability to instruct patrons and staff in technology and materials
6. Strong commitment to excellent customer service
7. Proficient in the use of computers and library technology; ability to learn new technology quickly

RESPONSIBILITIES AND DUTIES:

Essential job duties:

1. Oversee adult services at assigned location
2. Supervise, train and evaluate staff
3. Schedule service desk coverage
4. Reconcile bank deposits
5. Assign/participate in reader-advisory tasks, Adult Summer Reading and other Reference activities
6. Assign/participate in account-related correspondence, meeting room bookings and other Circulation activities

7. Participates in professional development activities
8. Participates in system-wide staff trainings
9. Perform other duties as assigned

PHYSICAL REQUIREMENTS:

1. Ability to pull a loaded book cart
2. Ability to lift and carry 30 pounds
3. Ability to frequently stand, bend or stoop to shelve books
4. Ability, stamina, and balance to perform basic movements frequently (such as squatting, bending and stooping, marching, turning in circles, and lifting arms overhead)
5. Ability to sit while keyboarding or typing

Revised 11/2021