

Bay County Library System
Job Description
DEPARTMENT HEAD—ADULT/TEEN SERVICES

NATURE OF POSITION

This is advanced library work of a para-professional nature. Employees in this position typically work in the small branches with a broad range of adult/teen services related duties. This position reports directly to the Managing Librarian.

ESSENTIAL FUNCTIONS: REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

In addition to knowledge and abilities required for those classifications subordinate to this position, the individual holding the Department Head position must:

- Promote and further the purpose and objectives of the Bay County Library System
- Work with patrons, co-workers and supervisors in a manner that is positive, supportive and cooperative and in the best interest of the library.
- Be proficient in the application and operation of appropriate hardware and software for the automated circulation system and database.
- Be proficient in operation of equipment in performance of duties, i.e. computers, multi-line telephone, fax, microform and other machinery as appropriate.
- Ability to perform basic reference and reader advisory work, utilizing knowledge of reader interest levels and literature in a variety of formats (print & non-profit).
- Have skills and abilities needed to effectively lead, train, supervise and discipline personnel appropriately.
- Learn and perform appropriate functions with information technology, including Internet.
- Bend, twist, lift, and to interfile books and other library materials on shelving units up to 90” in height, transport books and a-v materials from one location to another.
- Carry books, magazines, and audio visual equipment weighing up to 30 pounds on a regular and repetitive basis, and be able to push carts holding similar materials throughout the work site.
- Utilize communication skills and abilities needed to perform public relations/outreach duties in effectively promoting library services.
- Ability to clearly and correctly explain the use of the library facilities and materials to patrons and to interpret library services.
- Perform required responsibilities and direct department operations and reporting.
- Must show courtesy, tact, adaptability and a ready willingness to work with patrons.
- Possess ability to communicate clearly and effectively, utilizing good grammar.

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MINIMUM QUALIFICATIONS

Four years of college completed with related library science course work, or four years of college completed with appropriate combination of successful library experience with progressive library responsibilities.

EXAMPLES OF POSITION RESPONSIBILITIES

(Any one position may not require all of the responsibilities listed, nor do the listed examples include all tasks which may be necessary in positions of this class.)

- Train, supervise and schedule Senior Library Assistants, Library Assistants and Pages, assisting in the hiring and disciplinary procedures involving department personnel.
- Supervise staff and building when designated as person in charge.
- Be proficient in operation of equipment in performance of duties, i.e. computers, multi-line telephone, fax, microform and other machinery as appropriate.
- Perform reader's advisory work, using a broad range of information and reference resources,
- Handle problems that arise, i.e. patron complaints and personnel issues.
- Examine book and non-book reviews and recommend selections for approval.
- Assist in developing balanced collections to serve the public in accordance with selection policies and the system's Long Range Plan.
- Assist in updating collections through the selection and weeding procedures.
- Participate in the planning and development of activities and programs for adults and young adults to promote library services and materials appropriate to this position.
- Work with the Managing Librarian to develop a materials and services budget.
- Represent the library as an adult/teen services specialist within the library and in the community.
- Work closely with the schools to promote public library services to teachers and young adults.
- Assemble and arrange displays to make the area and service inviting.
- Ability to maintain library records and prepare reports.
- Attend workshops that pertain to job responsibilities.
- Serve on system-wide committees as appropriate and coordinate system activities within the Branch, as assigned.
- Perform related work as assigned.