



Position Available at the Akron-Summit County Public Library

JOB TITLE: COORDINATOR, ADULT SERVICES

DATE: JUNE 13, 2024

LOCATION: MAIN LIBRARY

HOURS: Full-time (37.5 hour)

SALARY: Grade 17, \$32.75/hour

ABOUT THE LIBRARY

Since 1874, the Akron-Summit County Public Library (ASCPL) has been an essential community asset. We've been recognized nationally as one of the finest public libraries in the United States due to our excellent customer service, collaborative community involvement, and high level of customer and employee satisfaction. We offer a comprehensive benefits package, including paid vacation and sick leave, 11 paid holidays, voluntary benefits (health, dental, and vision), ASCPL-provided life insurance, and retirement through the Ohio Public Employees Retirement System (OPERS).

DUTIES & RESPONSIBILITIES:

The ASCPL is hiring an Adult Services Coordinator to support our Mission Statement to provide resources for learning and leisure, information services, meeting spaces, and programs for all ages that support, improve, and enrich individual, family, and community life. The role performs a variety of administrative duties as related to the development, implementation, and evaluation of system-wide adult services and programming, including:

- Serving as a key member of management while understanding the organization, financials, industry, customers, and strategy.
- Interviewing, supporting, developing, and evaluating employees directly responsible for Adult Services and outreach.
- Leading, coaching, and mentoring a dynamic team of librarians who provide excellent and relevant customer service in all areas of adult literacy, life-long learning, reader's advisory, and adult-centered outreach.
- Managing budgets and resources effectively and efficiently.
- Managing vendors and outside service providers effectively.
- Overseeing the development of system-wide goals, best practices, and standards for programs and services in support of ASCPL values and goals, and leading Adult Services Librarians and Managers in the planning, coordinating, and administering of adult services, programs, and outreach events.
- Organizing and overseeing the implementation of system-wide programming for adults.
- Collaborating with the Youth Services Coordinator in planning complementary reading programs.
- Developing programs and services representing the interests of adults, including adults with disabilities, throughout the Library service district.
- Developing and overseeing the implementation of outreach services to adults, families, and community groups and organizations throughout the Library service district, including older adults and adults with disabilities.
- Providing programming and materials for system-wide adult services.
- Developing and implementing departmental policies and procedures.
- Developing and conducting orientation and training for Adult Librarians system-wide.
- Advising Adult Librarians and their supervisors on services to adults on an agency-by-agency basis.
- Maintaining system-wide adult services statistics.
- Representing the Library by working with local and state adult-serving organizations.
- Assisting agencies in serving adults during the absence of the regular Adult Services Librarians.
- Participating as a representative of the Library at local and state professional conferences, meetings, and workshops.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Required: Master's degree in Library and Information Science. Knowledge of library services and operations. Knowledge of the principles and practices of library science. Knowledge of adult learning principles. Knowledge of educational contexts and the interests and needs of educators. Knowledge of customer interests related to Library materials, programs, and services. Knowledge of the principles of intellectual freedom as they apply to public libraries. Skill in customer service principles, practices, and programs. Skill in public speaking and delivering educational and informational presentations. Ability to plan and conduct programs for Library customers. Ability to establish and maintain effective working, advising, and consulting relationships with professionals and community groups and organizations. Ability to plan, implement, and manage change within the agency, division, and/or organization. Ability to use a computer and job-related software or systems applicable to the essential functions of the job. Ability



60 South High Street | Akron, Ohio 44326 | akronlibrary.org

Our Core Values: Excellence | Service | Learning | Diversity & Inclusion



Position Available at the Akron-Summit County Public Library

to pass criminal background and education verification checks. Valid driver's license, automobile insurance, and reliable personal transportation. Ability to lifting light objects (less than 25 pounds) and carry them short distances (50 feet or less) and push Library materials carts up to 200 pounds.

Preferred: 5 to 7 or more years of relevant experience. Ohio Public Librarian Certification.

THE AKRON-SUMMIT COUNTY PUBLIC LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER



60 South High Street | Akron, Ohio 44326 | akronlibrary.org

Our Core Values: Excellence | Service | Learning | Diversity & Inclusion