



### **Director of Adult Services**

Portland Public Library (PPL) is currently seeking a Director of Adult Services. This position is responsible for the strategy and development of the library's Adult Services. The position ensures that the library provides a wide range of high-quality services and full access for users to library materials and services they want and need.

Reporting to the Associate Director, this position is responsible for planning, directing, and coordinating system-wide research and information services, which includes reference, reader's advisory, collection development, and programs for adult audiences. Sets standards for reference staff, provides system-wide direction, coordinates implementation of services, and develops related policies and protocols.

This position supervises the following full-time positions: Arts and Culture Librarian; Business and Government Librarian; Health and Science Librarian; Literature and Language Librarian; Outreach and Technology Librarian; and Special Collections Librarian and Archivist.

This is a Full-time, salaried, **37.5 hours per week** onsite position, normally scheduled for Monday through Friday. This position is non-union.

### **Nature & Scope**

This position:

- This position is responsible for preparing and prioritizing the department's long- and short-range goals and objectives. The preparation of goals and plans may involve working with the Executive Director, Associate Director, and other Area Directors in developing and implementing appropriate responses to community needs.
- The incumbent meets regularly with the Associate Director and other Area Directors. These meetings serve as an opportunity for managers to: share ideas, plans, concerns, and projects with one another; to consider the goals and objectives of the library; and to recommend policies and plans to implement those goals and objectives.
- Supervises a group of professional librarians within the Adult Services department and oversees their supervision of other library staff, including shelvers and volunteers, within the department. In consultation with Library Administration, this position plays a key role in staff hiring, training, managing, conducting performance reviews, and providing regular feedback to direct reports. The Adult Services Director delegates responsibility appropriately, supervises staff constructively, and schedules for the efficient and effective management of the department.
- The incumbent must establish collection development, selection, and weeding policies for the department consistent with the policies of the library and apply these policies in acquiring materials for the department; and cooperate with department staff to ensure that materials are added to the collection as expeditiously as possible.

- This position is responsible for overseeing the selection of new materials and for having current knowledge of these materials by consulting/reviewing sources, by attending professional meetings and by reading, viewing, and/or listening. Staff within the department periodically present recommendations to the Adult Services Director of which materials to purchase for the collection. The incumbent must keep abreast of available materials (both new materials and those for retrospective purchase) and have broad knowledge of the collection to determine the appropriateness of the recommendations. Considerations of available funds must also be considered in approving or changing recommendations.
- The incumbent spends some of their time providing reference/information and reader's advisory services to the public. This involves answering questions from patrons in person, over the phone or by mail; and/or assisting them in using collection resources to obtain answers/information. This position is responsible for enabling patrons to use libraries effectively and instructing them on information gathering and research skills.
- The incumbent is responsible for professional development and continuing education activities. The incumbent participates in professional organizations to strengthen skills and contribute to the profession.
- The incumbent collects and interprets statistics; documents and evaluates services; analyzes the costs of library services to develop and justify appropriate levels of services and programming; writes effective grant applications cooperatively with the development office; and develops communication skills necessary to define to administrators, other library staff, and members of the larger community the basis for reference services.
- The incumbent is responsible for overseeing the design, promotion, execution, and evaluation of programs based on community needs and interests and the goals of the library. This position is responsible for overseeing the presentation of a variety of programs planned and implemented by professional librarians.
- The incumbent may be responsible for managing and participating in special projects.
- Participates in maintaining a safe and welcoming environment for fellow staff and library users.

### **Qualifications**

- An MLS in Library and Information Services from an ALA-accredited institution, or equivalent
- Strong service orientation and supervisory experience to provide high quality service in a diverse community
- Ability to remain calm, courteous, and accurate in an often-demanding environment, juggling tasks and using excellent judgment
- Excellent communicator with patrons, community partners, and colleagues
- Astute ability to balance and reconcile individual and institutional needs
- Strong knowledge of Office and personal technologies, and skilled in learning new technologies.
- Comfortable working independently and or as part of a Team
- Experience effectively managing resource collections
- Conversational ability in English and additional language(s) preferred

### **Work Environment and Physical Demands**

This position requires regular use of computers. This position requires regularly moving through the service areas and may require lifting up to 30 lbs.

This position is performed in a busy and diverse public library environment where public interaction can sometimes present challenging situations. The library hours vary, and this position may include occasional evening and weekend hours.

### **Compensation & Benefits**

Hours & Pay: This is a full-time, **37.5 hours per week** onsite position, normally scheduled for Monday through Friday. Pay commensurate with experience.

Benefits & Other Details: Excellent benefits package includes health, dental, and vision insurance (among other voluntary benefits), retirement options (in lieu of Social Security), and paid leave. This position is non-union.

## **How to Apply**

To apply, please send your resume, letter of interest, and three professional references via email at [careers@portlib.org](mailto:careers@portlib.org). Mailed applications can be sent to: Human Resources, Portland Public Library, 5 Monument Square, Portland, ME 04101.

For more information about PPL and a copy of the full Job Description for the position, visit [www.portlandlibrary.com/employment/](http://www.portlandlibrary.com/employment/)

## **About PPL - Core Values**

Portland Public Library is an equal-opportunity employer dedicated to creating a culture that fosters continuous staff development and engagement to reflect the learning role we play for our patrons. We value self-directed growth as well as sharing knowledge and experience, working collaboratively, and communicating openly.

PPL promotes professional engagement with colleagues, with community efforts, and with others in the library field. Every employee of the Portland Public Library strives to offer the highest quality service – externally to library patrons and internally to colleagues.

We are committed to hiring and maintaining a diverse workforce of highly qualified staff to broaden perspectives, promote equity and inclusion, and connect to the breadth of our community. Applicants with racially, ethnically, or culturally diverse identities or backgrounds are encouraged to apply.