



NOW HIRING! Adult Services Supervisor

Are you creative, energetic, and highly motivated? Then the Library Center of the Ozarks wants you to join its team. We are searching for someone who is passionate about providing excellent library services to the community and excited about new challenges.

Primary Duties: The Adult Services Supervisor performs professional-level librarian duties utilizing current technology and traditional resources. The librarian will be responsible for managing all adult programming and the adult collections.

Essential Functions:

- Provide excellent customer service to patrons by assisting them with reference, readers' advisory, and general computer questions.
- Develop and maintain the adult collections by reviewing, evaluating, selecting, purchasing, and withdrawing materials.
- Identify program needs. Design, promote, and present a variety of programs for adults in the Library and at off-site locations.
- Research and arrange for vendors to present programs.
- Actively promote Library services, materials, and programs to customers, community agencies, advocates, and citizen groups.
- Conducts Library tours and community outreach.
- Keep statistics and compile evaluations for programs and services.
- Gather and compile data for reports and prepare analytical reports of adult activities.
- Organize, maintain, and purchase appropriate supplies and manage the budget for adult programming.
- Build relationships, partnerships, and coordinate efforts with outside agencies, community groups, and City departments to provide library services to the adults in the community.
- Participate in library special projects both in-house and outside the library.
- Performs other duties as required or assigned.

Specific Knowledge, Skills and Abilities Required:

- Special knowledge of public library services, publishing trends, authors, titles and reading interests of adults.

- In-depth knowledge of library materials, services and operations.
- Knowledge of emerging information and library technologies.
- Knowledge of Library classification, cataloging and acquisition protocols.
- Knowledge of collection development, evaluation and reference principles.
- Ability to deliver quality library adult programs and services to the community.
- Ability to exercise initiative, leadership, and independent judgment.
- Ability to organize work, set priorities, use time effectively, and meet deadlines.
- Ability to interact with people of varying personalities and ages in a variety of situations.
- Ability to analyze and creatively solve problems.
- Flexible, adaptable, and able to flourish in a changing environment.
- Written and oral communication skills, including public speaking.
- Cross training in order to perform other duties is required.

Education and Experience

- Master's degree in library science is required.
- Collection development experience is required.
- Experience planning and implementing a variety of programs for adults is required.
- Supervisory experience is required.
- Three years of library experience is required.
- Public Library experience is strongly preferred.

Schedule: Regular schedule: Monday - Friday 8:30 - 5:00. You must be able to work flexible hours, including evenings, weekends, or beyond the regularly scheduled workday when necessary. Occasional travel in the local community for services is required.

To apply: Please submit a cover letter and resume to info@lcozarks.com