

Bloomington Public Library Employment Opportunity Bloomington, IL

Title: Librarian II, Adult Services Manager
Department: Adult Services
Application Deadline: September 22, 2024
Pay Range: \$66,000+, depending on qualifications, plus a competitive benefits package

Hours: Full time (38 hours per week), to include mornings, afternoons, evenings, and weekends

The Bloomington Public Library (serving a population of 78,680) is seeking an Adult Services Manager that values service, encourages innovation, and can lead and direct our Adult Services Department to create and deliver library services that meet the diverse needs of our community as we embrace the possibilities offered by our newly renovated and expanded space.

The Adult Services Department is comprised of six librarians and ten support staff members. The department functions include reference services, public computer and copier support, adult and teen collection development, and adult and teen programming.

The Adult Services Manager must be a dynamic, highly organized, flexible individual who is committed to positive patron experiences, can manage multiple projects concurrently, demonstrates strong communication and technical skills, able to problem solve, and has working knowledge of all aspects of public libraries. The candidate must possess management and leadership skills and be able to work collaboratively with staff throughout the library.

This position serves on the Library's management team and reports to the Library Director.

Critical Elements of Performance:

- Hire, train, supervise, evaluate, and develop staff in a union environment
- Build a strong team environment through consistent communication and positive reinforcement
- Direct organizational, planning, and administrative functions of a department, for example: collection development, programming, outreach efforts, goal setting, and preparing necessary reports
- Respond to urgent matters outside of regular working hours
- Serve on the management team, collaborating to improve library services
- Recommend policy changes and develop departmental procedures
- Demonstrate fiscal responsibility, managing applicable budgets and forecasting budget needs
- Participate in professional activities and/or community groups with cooperative interests

Required Qualifications:

- Master's Degree in Library and Information Science from an ALA-accredited institution and at least three years of relevant library experience
- At least one year of supervisory experience

Reasonable accommodations may be made to enable individuals with disabilities to perform the critical elements of this position.

Submit cover letter, resume, unofficial transcript, application (available at [APPLICATION FOR EMPLOYMENT \(bloomingtonlibrary.org\)](#)), and any other relevant materials by September 22, 2024 to:

Bloomington Public Library
Attn: Human Resources
205 E. Olive St.
Bloomington, IL 61701

or hr@bloomingtonlibrary.org

Bloomington Public Library is an Equal Opportunity Employer.