

**Albion District Library  
Head of Public Services  
Job Description**

**Summary**

Albion District Library is seeking a creative, curious, enthusiastic, and service-oriented Head of Public Services. Albion District Library is a Class III public library located in Calhoun County and serves the residents of the City of Albion, Albion Township, and the Marshall Public School district within Sheridan Township.

Under the general supervision of the library director, the Head of Public Services designs, promotes, delivers, and evaluates programs for patrons of all ages and interests, with a team of programming assistants. The work schedule includes some nights and Saturdays.

**Salary and Benefits**

This is a full-time, hourly position scheduled for 35-40 hours per week, with starting wage at \$23.40/hour. Benefits include health, vision, dental, life, and long-term disability insurance, paid holidays, paid vacation (after one year), paid sick leave (after 3 months), retirement health saving, pension, paid telehealth and mental health EAP, and optional AFLAC and supplemental 457/Roth retirement savings (employee paid).

**Duties and Responsibilities**

- Oversees the development, promotion, delivery, and evaluation of both passive and active, dynamic, relevant, educational and recreational programming for all audiences
- Supervises a team of part-time programming assistants and volunteers
- Represents the library at community functions and performs library outreach
- Trains, supervises, and evaluates staff
- Works with the leadership team to develop goals and priorities, recommend policy, clarify procedures, and ensure effective communication with all levels of library staff
- Compiles department reports and statistics
- Provides direct public service and serves as Lead one night weekly and regularly scheduled Saturdays
- Writes grant proposals for enhancing library services
- Performs other duties as assigned

**Authority to make decisions**

- The Head of Public Services makes decisions within the context of the Library's policies relating to library confidentiality, patron service, and staff questions. Concerns and problems outside the specific policies are brought to the Library Director for consultation.
- Based on the budget allocations to specific projects assigned, the Head of Public Services makes routine decisions on selection, purchase, and distribution of funds. Unusual situations or large purchases will be discussed with and approved by the Library Director.

### **Supervision given and received**

- The Head of Public Services reports to the Library Director and supervises programming staff. This position has shared responsibility for training new employees and supervising and evaluating staff on duty.

### **Relationship to other jobs and departments**

- The Head of Public Services is part of the Leadership Team, attending meetings to discuss issues and make recommendations related to all aspects of library services and personnel. Decision-making resides with the Library Director who brings relevant issues to the Library Board for action.

### **Skills, experience, and education**

- Comfort with current common technology, including office equipment, operating systems, and software applications.
- Demonstrated ability to coordinate a variety of and multiple simultaneous duties, responsibilities, and projects, despite frequent interruptions.
- Initiative and creative problem-solving skills.
- Flexibility and ability to adapt to change.
- Ability to work both independently and collaboratively.
- Comfort with public speaking and representing the Library in a variety of settings
- Experience designing and delivering age and/or interest-focused programs to the public
- Must be able to work under limited supervision with latitude in exercising independent judgement and discretion, subject to library policies, procedures, and professional practices.
- Ability to establish and maintain effective and positive working relationships, and use good judgment, initiative, and resourcefulness when dealing with the public, coworkers, and supervisors.
- Must enjoy working with people of diverse ages and backgrounds.
- Professionalism and a positive approach to Library activities and the ALA Library Bill of Rights and professional ethics.
- Effective written, organizational, oral, and interpersonal communication skills, including a willingness to seek clarification when needed.
- Must possess basic mathematical skills necessary for routine calculations.
- Visual acuity and physical skills necessary to retrieve library materials from shelves and storage areas, maintain library materials, and operate equipment. Must have the physical ability to push/pull fully loaded book carts and lift/carry materials weighing up to 25 pounds.
- Hearing ability to answer telephone and patron inquiries.
- Ability to work a flexible schedule, including nights and weekends as scheduled.
- Reliable transportation and the ability to travel to offsite locations during the workday.
- Bachelor's degree and two (2) years' experience in a related field required
- Supervisory and/or public library experience preferred.
- Master's degree in Library Science, Marketing, or equivalent experience highly preferred

**Working conditions**

- Environmental conditions: Exposure to computer screens; irregular work hours.
- Physical conditions: Must be able to maintain effective audio-visual discrimination and perception; walk, stand, or sit for extended periods of time; bend; lift and carry objects of moderate weight; operate assigned equipment; and travel on library business.

**Application Process**

- Mail or email completed application packet (resume, cover letter, and completed ADL application) to:  
Cynthia Stanczak, Director  
Albion District Library  
501 S. Superior St.  
Albion, MI 49224  
director@albionlibrary.org