

WCPUBLICLIBRARY.ORG

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610.696.7985 CHILDREN'S  
610.429.1077 FAX

[wcpl@ccls.org](mailto:wcpl@ccls.org) EMAIL

415 North Church Street  
West Chester, PA 19380



## Job Description – Assistant Director/Adult Services Librarian

**Location:** West Chester Public Library, 415 N Church St, West Chester PA 19380

**Title:** Assistant Director/Adult Services Librarian

**Salary:** starts at \$40,000, DoQ; competitive benefits package

**Objective:** Manage Adult Services in accordance with the Library's mission and policies to provide excellent collections, programs, and customer service to the community.

Responsible for library in Executive Director's absence.

### **Core tasks (include but are not limited to):**

1. Exercise independent judgment in materials selection and collection development for Adult Services, keeping within established budget. Note customer requests, review published subject and "Best of" lists, read reviews in current trade literature and other media, and weed collections following best practices to maintain currency and relevancy of the collections.
2. Promote the library's adult collections through internal and external PR opportunities, including but not limited to reading lists, blog posts, social media posts, and in-house merchandising.
3. Work with staff to plan, schedule, and present programs of interest to adults in the community. Work with library's book discussion group(s) to help select titles for discussion and to ensure the library has sufficient copies of those titles to meet demand.
4. Plan and carry out the library's annual theme-based Adult Summer Reading Program.
5. In conjunction with Executive Director promote library volunteer opportunities to the community. Coordinate, manage, train, and evaluate volunteers assisting with Adult Services functions such as shelving, shelf-reading, assisting staff at the main and Lower Level service desks. Assist Youth Services Librarian with volunteer management as requested. Ensure that all library volunteers have the appropriate clearances.
6. Responsible for day-to-day operations and supervision of the library in the Executive Director's absence.

### **Skills:**

1. Use MSOffice, especially Word, Publisher, and Excel
2. Create PR materials using clip art, photos, online resources, etc
3. Possess excellent oral and written communication skills
4. Possess excellent customer service skills
5. Use online catalog and circulation software, and online materials purchasing sites

### **Knowledge:**

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## Job Description – Assistant Director/Adult Services Librarian

1. Knowledge of adult popular and classic literature: authors, publishers, review outlets
2. Knowledge of staff and of volunteer management
3. Knowledge of best practices in public library management

**Education and experience:** MLS or MLIS and 3-4 years' library experience. Public library experience preferred. Supervisory experience preferred.

**Travel:** Occasional travel to other CCLS libraries for meetings and/or training/workshops/seminars; occasional travel to other sites for meetings and/or workshops.

**Physical abilities:** Handle, lift, or move library materials weighing up to 25 lbs, book trucks weighing up to 125 lbs; sit or stand at a computer terminal for up to 4 hours at a busy public service desk; and stand, sit, walk, stoop or reach within a confined area.

**Additional Requirements:** All library positions require the following criminal background and child abuse clearances: report of criminal history from the Pennsylvania State Police (PSP); Child Abuse History Clearance from the PA Department of Human Services (Child Abuse); and Fingerprint based federal criminal history submitted through the Pennsylvania State Police or its authorized agent (FBI).

West Chester Public Library is an equal opportunity employer.

To apply:

Please email resume, cover letter, and three professional references with subject line "Adult Services-Assistant Director" to

Victoria E. Dow, [vdow\(at\)ccls.org](mailto:vdow(at)ccls.org)

Applications accepted until Friday, September 1, 2017, 5pm.