

# **Adult Services Director**

North Webster Community Public library

Department: Adult Services  
Salary: \$15.00 – \$22.00/hour  
Certification Level: Librarian Certificate 6 or higher  
Reports to: Executive Director  
Revised: February 14, 2022

## **Adult Services Department**

- Oversees the daily operation of the Adult Services Department
- Supervises Adult Services staff
- Develops and implements adult programs, including genealogy and local history programs
- Collects statistics for adult programs
- Assists patrons with reference and readers' advisory questions
- Maintains the library's adult databases

## **Collection Development**

- Purchases adult materials for the library, including books, audiobooks, DVDs/Blurays, magazines, e-books, and e-audiobooks
- Monitors expenditures for adult materials, staying within the appropriated amount for such materials
- Weeds the adult collection

## **Library Leadership**

- Meets weekly with the library's Executive Director, Youth Services Director, and Circulation Director to discuss library goals
- Serves as person 'in-charge' when the library's Executive Director and Youth Services Director are absent
- Attends the Friends of the North Webster Community Public Library executive board meetings as a representative of the library