

DEPARTMENT HEADS AND DIVISION CHIEFS
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EMPLOYMENT / PROMOTIONAL OPPORTUNITY

<u>Vacancy No.:</u>	23-265-3
<u>Title of Position:</u>	Librarian II – Coordinator of Adult Services Vacancy exists in the Warwick Public Library
<u>Salary Range:</u>	\$60,109 – \$78,019 per year/35 hours per week
<u>Date Posted:</u>	September 22, 2023
<u>Deadline for Applying:</u>	OPEN UNTIL FILLED
<u>Remarks:</u>	This is a Classified Exempt Position. Examination Weight: 100% Education & Experience

Statement of Duties: Plans, organizes, directs and manages Library Adult Services; participates in short and long range planning; engages in community outreach and coordinates activities with other library departments. Provides the leadership necessary to develop and implement reference services, outreach, collection development, instruction services and kindred library initiatives. Duties include:

- Develops and interprets Adult Services policies and procedures.
- Coordinates planning and service delivery for the department and in collaboration with other library departments.
- Directs the daily operations of the Reference Department to ensure the highest quality service.
- Confers and collaborates with colleagues to develop and monitor collections development for the adult reference and circulating collections.
- Participates in short and long-term planning for the department, and other library services as needed.
- Serves as liaison to other community agencies serving adults.
- Provides reference service and reader's advisory service.
- Prepares materials to publicize the services and resources of the adult collections.
- Maintains awareness of trends in reference and adult services and of issues affecting libraries.
- Attends meetings and participates in professional library organizations.
- Prepares library guides and instructions for the community and schools to encourage patronage and create enthusiasm for public libraries.
- Critically evaluates and assesses existing and new services and systems to ensure the Library is meeting the needs of patrons.
- Oversees the development and maintenance of the adult portion of the library web page.
- Interviews, trains and supervises professional staff and library aides.
- Serves as librarian in charge in the absence of the Director and Manager of Public Services.
- Performs other duties as required.

Education & Experience: Master's degree in Library Science, and a minimum of three years of experience as a professional librarian; or a combination of substantially equivalent education and experience. Preference may be given to persons with at least one year of supervisory experience.

Special Note: **Applicants will be subject to a criminal background check prior to employment. Negative findings may prevent applicant from being considered.**

The City of Warwick offers a robust menu of employer provided benefits to include individual and family health and dental insurance; paid time off to include holidays, vacation, personal time and sick leave; pension, life insurance, and optional, supplemental retirement plans.

THE CITY OF WARWICK IS AN EQUAL OPPORTUNITY EMPLOYER

<https://www.warwickri.gov/personnel-department/webforms/submit-application-or-resume>