

VACANCY, Search Reopened

The Urbana Free Library

DIRECTOR OF ADULT SERVICES

Appointment Level	Department head, full-time, Civil Service.
Application Deadline	Monday, February 28, 2011, at 9:00 p.m. Application evaluations will begin after this date. Applications accepted until position is filled.
Appointment Timetable	May / June 2011.
Salary Range	\$50,948 – \$66,230. Salary dependent on experience.
Benefits	Paid health coverage. Retirement package. Annual paid leave of 20 days vacation, 12 days sick leave, 3 days personal leave, 9½ holidays.
Minimum Requirements	ALA-accredited master's degree. Three years professional library experience in adult services. Prior successful supervisory experience. Public library experience preferred.
General Responsibilities	Direction and management of Adult Services; supervision of staff; participation in departmental reference, readers' advisory, technology assistance, collection management, cataloging, programming, and community outreach; and participation in library administrative team.
Evaluation of Applicants	Applicant must submit ALL of the following to be considered: 1. Cover letter. 2. The Urbana Free Library application form. 3. Official library school transcript. 4. Résumé. 5. Responses to supplementary experience questionnaire. 6. Philosophy of public service and management, one-page limit. 7. Letters from three professional references. Initial screening is based on examination of submitted materials. Continuing applicants will be interviewed by phone. Finalists will proceed to interviews/meetings with staff at the library.
Information Packet	<i>http://urbanafreelibrary.org/employment/currentvacancies.php</i>
Questions	Debra Lissak, Executive Director, 217-367-4058.
Applications	The Urbana Free Library Administrative Office 210 West Green Street Urbana, IL 61801

EOE

The Urbana Free Library

Founded in 1874, The Urbana Free Library is one of the oldest public libraries in the state and is the public library of the City of Urbana, Illinois. In 2005, the library completed a major expansion and remodeling project. Located in the heart of historic downtown Urbana, the library is known for the diversity and depth of its collection and for its strong commitment to unusually friendly public service. With a mission that is user-focused, The Urbana Free Library receives a high level of community and economic support for its services and programs.

Urbana is a micro-urban community of 40,550 that enjoys the beauty of four seasons, a Big Ten University, and a vibrant arts and entertainment scene. Noted as a Tree City USA and Bicycle Friendly Community, the City has an established initiative toward the sustainable management of natural resources. The City of Urbana and neighboring Champaign form an urbanized area of nearly 120,000 people. Chicago, St. Louis, and Indianapolis are within easy driving distance.

A Snapshot of Adult Services

Our patrons represent a very broad mix of cultural, educational, and economic backgrounds. From professors and college students to teens and preteens, job seekers, retirees, those for whom English is a second language, and those with no computers at home — everyone uses the library.

We also offer a practical public library perspective for the top-ranked University of Illinois Graduate School of Library and Information Science. We provide interviews and guest speakers for many class projects, practicum and volunteer opportunities onsite, adjunct professors for the library school, an annual reception for their faculty and students, and a public library host site for groups of international librarians.

Our collection garners high praise. Not only do we buy multiple copies of high-demand books and movies, but we collect esoteric and older titles as well. We are particularly known for international DVDs and for mystery, science fiction, romance, cooking, home repair, and gardening titles.

Our dominant librarian-patron interaction has moved from traditional reference to technology assistance. Computer use at the library is extremely high, making our public experience useful to the local area's implementation of a major federal broadband grant.

Our librarians are talented, dedicated to the success of the library, and ready to engage the public in new ways. We currently operate with a holistic approach where all staff share responsibilities for reference, technology assistance, collection management, and cataloging. We are looking for flexible, innovative leadership in a time of evolving change.

	<u>Library</u>	<u>Adult Services</u>
FTE staffing, FY11	48.4	7.7
Collection, FY10	320,829	203,126
Circulation, FY10	781,708	574,105
Reference questions, FY10	123,489	72,098
Public computer sessions, FY10	102,087	84,189

JOB DESCRIPTION

Job Title Director of Adult Services
Appointment Level Department Head, pay grade 41
Appointment Type Full-time Civil Service

Job summary

The Director of Adult Services sets direction and oversees daily operations of Adult Services, a department that serves adults and teens from grade 6 and up. The director supervises departmental staff; provides reference, readers' advisory, and technology assistance; coordinates and shares in collection management and programming; promotes the department and the library to the community; functions as part of the administrative staff; and participates in decision making for the library as a whole. Duties are performed under the supervision of the Executive Director.

Duties and responsibilities

Manages Adult Services and coordinates workflow on a daily basis
Supervises Adult Services librarians, practicum students, and volunteers, including training, evaluation, scheduling, and verification of timesheets
Authorizes all departmental expenditures and oversees budget documentation
Sets departmental goals and priorities; evaluates existing services and potential new services
Provides reference, readers' advisory, and technology assistance for patrons
Coordinates collection management for the department; also selects and weeds materials
Coordinates, plans, and executes programming
Catalogs and classifies materials
Responds to patron concerns
Participates in outreach and public relations events
Represents the library and promotes the department to the general public, local agencies, schools, and the library community
Participates in interviews and selection of Adult Services librarians
Writes grants and promotional materials
Prepares and writes detailed statistical and narrative reports
Prepares and updates procedures manuals
Participates in interviews and selection of full-time and part-time staff of other departments
Carries out other duties as assigned

Necessary knowledge, skills, abilities

Strong supervisory, management, and leadership abilities
Strong organizational and decision-making skills
Flexible and innovative approach to change
Ability to maintain strong public-service orientation among departmental staff
Ability to communicate effectively orally and in writing
Ability to perceive unit as part of the library as a whole
Ability to function as part of the administrative management team

Ability to stay current with emerging technologies and to transfer that knowledge to departmental services
Thorough knowledge of reference procedures, activities, and tools
Training/experience with electronic resources
Ability to quickly develop a thorough knowledge of the library's automation system
Knowledge of Dewey classification and standard cataloging tools
Working knowledge of Microsoft Office Suite

Expectations of all library staff

Strong public-service orientation
Ability to work with the public in a consistently friendly and courteous manner
Ability to work with staff in a consistently cooperative manner
Ability to learn and follow all relevant library policies
Ability to complete work with speed and accuracy
Dependability and honesty
Physical strength and agility sufficient to perform assigned duties
Willingness to work full range of library hours, including evenings and weekends

Required education, training, experience

ALA-accredited master's degree
Passing score on Civil Service analysis of credentials and interview
At least three years prior successful experience as a professional librarian in a relevant setting, or equivalent as determined by the Executive Director
Prior successful supervisory experience
Prior public library experience preferred

Evaluated by Executive Director

Evaluates Adult Services librarians
 Adult Services practicum students

Last updated December 2010



The Urbana Free Library

210 West Green Street • Urbana, Illinois 61801 • 217 / 367-4057 • FAX 217 / 367-4061 • *urbanafreelibrary.org*

Date: _____

This application must be filled out COMPLETELY by the applicant. Failure to provide information requested may result in your application not being considered. Type or print neatly. Be accurate and thorough. Attach additional sheets if necessary. Application must have your signature to be valid.

Name _____ Daytime phone _____
Last First Middle

Address _____ Evening phone _____
Street, apt.# City State Zip
 E-mail _____

Position desired (X all that apply) shelver clerk custodian professional

Hours desired (X all that apply) full-time part-time temporary Date available to start _____

Times available (X all times that you are available for work) # of hours / week desired _____

- **Monday** morning afternoon evening • **Friday** morning afternoon evening
- **Tuesday** morning afternoon evening • **Saturday** morning afternoon evening
- **Wednesday** morning afternoon evening • **Sunday** morning afternoon evening
- **Thursday** morning afternoon evening

EDUCATION	School Name	City, State	Course of study	# of years completed	Diploma / Degree
High School					
College / Univ					
College / Univ					
Other					

Please list any skills, special training, languages, accomplishments, unusual qualifications, or related volunteer experience that you feel would qualify you for a position with The Urbana Free Library. Attach additional sheets if needed.

Please describe your career / work interest. _____

EMPLOYMENT HISTORY

Begin with your most recent employment and list your prior employers, including military service, temporary, and part-time jobs. Provide ALL information requested. Do NOT leave any blanks. Attach additional sheets if needed.

Employer's name and address	Supervisor's name, title, and phone
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Your job title _____ # of hours / week _____

Date you began (month / year) _____ Date you left (month / year) _____ Final wage _____

Your job duties _____

Reason for leaving _____

Employer's name and address	Supervisor's name, title, and phone
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Your job title _____ # of hours / week _____

Date you began (month / year) _____ Date you left (month / year) _____ Final wage _____

Your job duties _____

Reason for leaving _____

Employer's name and address	Supervisor's name, title, and phone
-----------------------------	-------------------------------------

Your job title _____ # of hours / week _____

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Your job duties _____

Reason for leaving _____

Employer's name and address

Supervisor's name, title, and phone

Your job title _____ # of hours / week _____

Date you began (month / year) _____ Date you left (month / year) _____ Final wage _____

Your job duties _____

Reason for leaving _____

Employer's name and address

Supervisor's name, title, and phone

Your job title _____ # of hours / week _____

Date you began (month / year) _____ Date you left (month / year) _____ Final wage _____

Your job duties _____

Reason for leaving _____

Explanation of any gaps in employment and other comments: _____

May we request references from your present employer? yes no If no, explain.

List three references, other than past supervisors and relatives, who are familiar with your knowledge, skills, and abilities. Please provide phone numbers.

Are you eligible for employment in the United States? yes no

(Proof of U.S. citizenship or immigration status will be required upon employment.)

Are you at least 16 years of age? yes no (Age 15 and under requires a work permit.)

Are you a U.S. Veteran? yes no (Preference based on military service may require your discharge papers.)

Do you have a health problem that would hinder your ability to perform the job for which you have applied? yes no

If yes, explain. (A physical exam may be required.)

Have you ever been convicted of a felony? yes no If yes, give date and nature of violation. Applicants **are not obligated** to disclose sealed or expunged records of conviction or arrest. Also, do not include juvenile convictions (before your 17th birthday), unless you were tried as an adult.

NOTE: No applicant for employment will necessarily be rejected because of a reported health problem or criminal conviction. The date and nature of the problem, the requirements of the position, and the applicant's qualifications will be considered. All qualified applicants will receive consideration for employment regardless of race, color, religion, gender, age, national origin, disability or membership in any protected class as stipulated in the Urbana City Code. The Urbana Free Library is an Equal Opportunity Employer.

CERTIFICATE OF APPLICATION: I hereby certify that my statements on this form, and my answers to questions, contain no misrepresentations or falsifications. I am aware that the library may conduct investigations to verify my educational background, employment history, and criminal record, and that if these investigations reveal such misrepresentations or falsifications, my application will be disqualified, my name will be removed from all eligible lists, and my application for future positions at the Library will not be accepted. I am also aware that misrepresentations or falsifications on this form or any accompanying data may result in my dismissal from any position at The Urbana Free Library at any future time. I understand that acceptance of employment does not create a contractual obligation upon the library to continue to employ me in the future.

By signing this application, I authorize the investigation of all statements and information contained in this application. I release from all liability anyone supplying such information, including disciplinary reports, letters of reprimand, or other disciplinary actions. I authorize the Illinois State Police Department and the FBI to release to The Urbana Free Library any conviction information for the purpose of evaluating my qualifications and character as it relates to the position(s) for which I have applied. I also release The Urbana Free Library from all liability that might result from an investigation.

Date signed _____ Signature of applicant _____

EQUAL EMPLOYMENT OPPORTUNITY DATA

VOLUNTARY SELF-IDENTIFICATION

Your responses will be kept confidential and separate from your application.

Name _____

Position(s) applied for _____

The following information is being gathered not for employment decisions, but for record keeping in compliance with federal laws. Your responses are strictly voluntary and will help in developing and monitoring our Equal Employment Opportunity program. Any information provided will be kept confidential. If you choose not to answer any of these questions, you will not be subject to any adverse treatment. If you do not wish to furnish this information, please initial below.

I do not wish to furnish this information. _____
initials date

GENDER: female male AGE: _____ BIRTHDATE: _____

RACIAL / ETHNIC DATA: Please identify yourself in terms of the following racial / ethnic groups:
 White Black Hispanic Asian or Pacific Islander American Indian or Alaskan Native

How did you hear about the position(s)? Please check multiple sources, if applicable.
 In-library poster? Agency or job service, which one?
 Newspaper, which one? _____
 Internet, which site? _____ Individual, who? _____

Answer the following questions ONLY if you consider yourself to have a DISABILITY:
1. Do you have any limitations that may affect your ability to satisfactorily perform the job(s) for which you have applied?
 yes no

If yes, please explain. _____

2. Are there any accommodations that would be helpful to you in performing the job(s) for which you have applied (e.g., special equipment or changes in the physical layout of the job)?
 yes no

If yes, please explain. _____

Answer the following question ONLY if you are a VETERAN:
Did you serve on active duty more than 180 days, any part of which was between August 5, 1964 and May 7, 1975?
 yes no

Date signed _____ Signature _____

**The Urbana Free Library – DIRECTOR OF ADULT SERVICES – January 2011
Experience Questionnaire**

Please complete The Urbana Free Library official application form and provide brief supplementary responses to the following questions. Please limit each answer to approximately 200 words or less.

1. Describe the past position that is most relevant to this position, giving a brief synopsis of the type of library, size of department, volume of patron activity, number of people you supervised, management duties, etc.
2. Outline your level of expertise with emerging technologies in the profession, give some concrete examples of your skill level, and indicate how you keep up-to-date.
3. Outline your involvement in professional organizations and community groups.
4. Outline any particular strengths or areas of expertise, and add any relevant experience that did not fit the questions above.