North Pocono Public Library
1315 Church Street
Moscow, PA 18444
570-842-4700
https://lclshome.org/libraries/north-pocono-public-library/

Position: **Head of Adult Services**
Reports to: **Library Director**
Assistant to the Director when working Circulation Desk

Essential Responsibilities:

Collection Development

- Selects, weeds, and maintains adult print and audiovisual collections including books, DVDs, audiobooks, Playaways, circulating software and hardware, and other technologies as relevant.
- Receives and returns McNaughton collection.
- Tracks all expenditures to stay within budget for adult materials.
- Receives and handles book donations for cataloging, replacement, or book sales.
- Orders, catalogs and maintains serials collection.
- Places memorial plates in designated books and materials.

Programming and Promotion

- Works with LCLS adult programming committee to plan and schedule adult programs including, but not limited to, summer and winter reading programs; Library Lecture Series; and county-wide reading initiatives, among others.
- Develops, plans, and implements activities, programs, and events for adult audiences.
- Maintains files on current and potential program providers, as well as suggestions and feedback on adult programs for future scheduling.
- Coordinates monthly book club.
- Assists with planning and executing grant-based programming.
- Other programming and promotion duties as assigned.

Public Service

- Works at the circulation desk as needed.
- Provides reference, readers' advisory, audiovisual, and technology services to the public as needed.
- Performs other duties as required or assigned

Knowledge, Skills, and Abilities:

- Demonstrates a working knowledge of library principles and practices.
- Enthusiastic about serving the library's community.
- Works in a pleasant and effective manner with supervisors, patrons, co-workers, and volunteers.
- Understands computers, automated library systems, the Internet, Microsoft Office, and a variety of mobile devices.
- Works independently and takes initiative to successfully complete duties.

- Communicates clearly and concisely both orally and in writing.
- Ability to stand for long periods of time, stretch, bend, reach, and lift up to 25 lbs.
- Works closely with other staff members to maintain high-quality programming.

Qualifications:

- Must possess high school diploma or equivalent.
- Prior library experience.
- A valid driver's license.

Preferred Qualifications:

- Bachelor's degree in a related field and/or a Master's Degree in Library Science.
- Supervisory experience.
- Budget preparation and implementation.

Schedule & Rate:

- Full time, 35 hrs/week, some nights and Saturdays. Starting rate: $15.00/hr. Includes full benefits package as outlined in LCLS Personnel Policy.

***Schedule subject to change based on the needs of the library.**

Clearance Requirements:

- **Pennsylvania Child Abuse Clearance**
  https://www.compass.state.pa.us/CWIS/Public/Home

- **Pennsylvania Criminal History Record**
  https://epatch.state.pa.us/

- **Federal Criminal History Record** https://www.education.pa.gov/Educators/Clearances/Pages/default.aspx

- **Mandated Reporter Training Certificate**
  https://www.reportabusepa.pitt.edu