

## **FORBES LIBRARY JOB DESCRIPTION**

Job Title: Head of Reference Department/Information Services Co-Coordinator

Reports to: Library Director

Position Summary: Responsible for management, collections and services of the Reference Department; coordinates Information Services with Archivist and Head of Arts & Music

### Responsibilities

- Serve on Administrative Team and Information Services Team
- Recommend policies and develop budgets
- Hire, train, supervise, evaluate and schedule staff in collaboration with Co-coordinators
- Provide exceptional reference services
- Develop programming as part of Programming Team
- Is responsible for collection development and collection maintenance for Reference, including electronic resources
- Participate in the Nonfiction Collection Management Team
- Recommend, troubleshoot, and train others on technology for public and library needs
- Serve on the Social Media Team and actively contribute to online presence
- Engage with the community through outreach
- Promote library programming and services
- Coordinate Readers Advisory initiatives and book discussions
- Teach and develop instruction for individuals and groups
- Manage materials, supplies and equipment within allotted budgets
- Interpret statistical data and periodically report on it
- Maintain awareness of contemporary issues, public library trends and technology in the library profession
- Seek, write and manage grants as appropriate
- Maintain current knowledge of all areas of Information Services, including Reference, Arts & Music, Local History, Genealogy, Special Collections, and the Calvin Coolidge Presidential Library & Museum

### Job Requirements:

- ALA-accredited MLS/MLIS
- Three years professional reference experience; experience in public libraries, management, teaching and public programming
- Strong communication skills

### Hours

Full-time, benefited position

37.5 hours per week; may include some evenings and/or Saturdays

### Salary and Benefits

Grade: 11

Annual salary range: \$43,419-\$55,965

Posted 3/24/2017