

## **JOB ANNOUNCEMENT: Librarian III (Director of Information Services & Adult Learning)**

Open 10/1/24-10/16/24

The Russell Library (Middletown, CT) seeks a skilled and experienced people manager to lead our Information Services & Adult Learning department. As a member of Russell Library's Leadership Team, the Librarian III is instrumental in library-wide vision development, high-level decision-making, and translation of administrative priorities into actionable projects. The Librarian III's focus is staff supervision, project management, outreach and community engagement, and public service. They mentor and coach staff; provide training and guidance; create and maintain procedural documentation; and implement projects through to completion. The ideal candidate understands how supported delegation gives employees opportunities to shine and grow; thoughtfully assembles teams to accomplish strategic goals within ambitious timelines; embeds themselves within the Middletown community to ensure Russell Library has a substantial presence at community events and gatherings; and is deeply committed to an equitable and inclusive approach to public librarianship.

Middletown is a vibrant, growing and diverse community of nearly 48,000 residents located on the Connecticut River in the heart of the Nutmeg State. Home to two colleges and universities, a thriving downtown, a rich cultural and dining scene, and a unique combination of urban, suburban and rural life, Middletown has something to offer everyone. Founded in 1875, the Russell Library is a 501(c)(3) organization that serves as the principal public library for the City of Middletown, with a full range of services aimed at 21st-century users. Our [strategic plan](#) sets our course for success in the coming years. **As a department head, the Librarian III will be expected to contribute to the achievement of three core directives: (1) increase library cardholdership, (2) increase circulation, and (3) increase general usage of the library.**

The Director of Information Services & Adult Learning is a leader, a manager, and a supervisor. As a leader, they help to shape Russell Library's strategic vision. As a manager, they develop and implement projects to bring that vision to fruition. As a supervisor, they achieve strategic goals by sharing the vision, building buy-in, scaffolding projects, assigning staff, delegating tasks, establishing timelines, tracking progress, evaluating outcomes and reporting results. Responsibilities include:

### **Staff Supervision**

- Lead the Information Services & Adult Learning (IS&AL) department
- Report IS&AL updates to the Leadership Team and share news from the Leadership Team with IS&AL staff
- Train staff in policies, procedures, duties and tasks
- Arrange training for staff as necessary to prepare them to meet their responsibilities
- Monitor the performance of staff and offer guidance, direction, and/or correction in a timely and constructive manner
- Cross-train staff from other departments to provide public service at the Information Desk

- Mentor and coach staff to create a supportive environment that nurtures productive professional fellowship

### **Project Management**

- Translate the Library's strategic vision into concrete projects geared to (1) increase library cardholdership, (2) increase circulation, and (3) make the library busy
- Recruit and lead cross-departmental teams to carry out projects
- Organize and oversee projects to make steady progress toward strategic goals
- Direct team staff, balance workloads within groups, and follow up to ensure timely completion of assigned tasks
- Troubleshoot barriers to project completion and make decisions to achieve the required and/or desired outcome
- Spearhead two major projects upon hire: (1) homebound delivery and (2) digitization of local history collections

### **Outreach and Community Engagement**

- Create and coordinate outreach opportunities for staff to connect with the community at large, with an emphasis on engaging current non-users and promoting library cardholdership
- Communicate with fellow library leaders about outreach opportunities to solicit participation across departments
- Organize outreach efforts to ensure that staff carrying it out are fully informed and prepared to put Russell Library's best foot forward
- Maintain a list of major events and meetings that take place in Middletown and plan to attend as a representative of Russell Library
- Recruit library staff and/or volunteers to attend major events alongside them to promote library services to event attendees
- Inform and remind Middletown organizations, event planners, community groups, municipal bodies, and residents about the collections and services offered by Russell Library

### **Public Service**

- Oversee the Information service area to ensure that visitors can expect a reliably exceptional customer experience delivered by friendly and helpful staff
- Train, demonstrate, document, communicate, and reinforce Information procedures, expectations and applications
- Understand and convey the centrality of technology in modern public library service, with an emphasis digital literacy and digital navigation services
- Oversee digitization of Russell Library's historic and unique collections
- Encourage and facilitate cultural and literary conversation among Information staff, thereby nurturing enthusiasm for readers' advisory and responsive collection development
- Model exemplary professional conduct when working with patrons
- Address any conduct in need of improvement promptly and directly

The successful candidate must have the capacity and desire to mentor assigned staff to become productive, dynamic and innovative professionals. Must possess strong

technology skills, reference interview prowess, an ability to effectively train staff on an ongoing basis, and a desire to ramp up Russell Library's outreach and community engagement efforts.

Minimum qualifications include a Master's Degree in Library Science or a comparable relevant graduate degree and demonstrated experience in public libraries with progressive and independent responsibilities. Supervisory experience in a non-profit or customer-service context preferred. 35 hours per week; some evenings and weekends required. Union.

Salary range: \$43.84-\$51.29 per hour, plus a competitive employee benefits package. Submit a resume and cover letter no later than **4:00 p.m. on Wednesday, October 16, 2024** at <https://russelllibrary.wufoo.com/forms/russell-library-employment-application/>.

***Russell Library is an equal opportunity employer. Russell Library prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex (including pregnancy, gender identity or gender expression), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status, military service, or other legally protected characteristics. Russell Library conforms to the spirit as well as to the letter of all applicable laws and regulations.***

***Equity, diversity and inclusion are core values at Russell Library. We seek to employ people who share those values and readily apply them in their work.***