



BERWYN PUBLIC LIBRARY

Berwyn Public Library Staff Vacancy

Position: Department Manager – Adult Services (Readers Advisory, Teen and Audio Visual)
Salary: \$56,500 per year plus IMRF and excellent insurance benefits
Schedule: Full-time, 40 hours per week, includes evening and weekends
Application Deadline: Until Filled

Are you conscientious, customer service oriented with a commitment to public library service? Are you looking for a management level position that offers a variety of responsibilities? The Berwyn Public Library is looking for you to head our Adult Services and Teen Departments. Duties include:

- Overseeing the day to day operations of the Adult Services (including Readers Advisory and Audio Visual) and Teen Services Departments.
- Developing and implementing departmental budgets, policies, procedures and processes to support the departmental operations.
- Initiating and planning a variety of adult and teen programs, activities and services.
- Conducting collection development activities for the Library's adult fiction, audio visual and teen collections including print, non-print and electronic materials. This includes purchasing, withdrawing and evaluating.
- Developing training sessions and materials for patrons and staff.
- Performing duties relating to the Readers Advisory, Audio Visual and Teen Services desks as staffing patterns dictate.

Job Requirements:

- Masters in Library Science and 2 years in a library supervisory role.
- Experience providing Teen and Adult services in a library setting.
- Project management experience; proven ability to set clear objectives, measure and monitor progress and results.
- Ability to plan, analyze and monitor a departmental budget
- Strong knowledge of current trends in public library services
- Commitment to providing quality patron service
- In-depth knowledge of current trends in library selection tools and collection development resources.

Preferred Qualifications:

- Ability to communicate in Spanish



APPLICATIONS are available to be picked up and returned to the front desk at the Library or City Hall located at 6700 West 26th Street, Berwyn, IL 60402-0701. Applications are also available online at <http://www.berwyn-il.gov> or at <http://www.berwynlibrary.org/work-bpl>

CONTACT:

Submit City of Berwyn application, cover letter and resume to:

Debra Burke - dburke@berwynlibrary.org

Berwyn Public Library, 2701 S. Harlem Avenue, Berwyn, IL 60402-2140

The City of Berwyn is an equal opportunity employer and does not discriminate on the basis of race, color, creed, religion, place of residence, or disability.