

## VACANCY

### The Urbana Free Library

#### DIRECTOR OF ADULT SERVICES

<b>Appointment Level</b>	Department head, full-time, Civil Service.
<b>Application Deadline</b>	October 4, 2010, at 9:00 p.m. Application evaluations will begin after this date. Applications accepted until position is filled.
<b>Appointment Timetable</b>	December 2010.
<b>Salary Range</b>	\$50,948 – \$66,230. Salary dependent on experience.
<b>Benefits</b>	Paid health coverage. Excellent retirement package. Annual paid leave of 20 days vacation, 12 days sick leave, 3 days personal leave, 9½ holidays.
<b>Minimum Requirements</b>	ALA-accredited master's degree. Three years professional library experience in adult services. Prior successful supervisory experience. Public library experience preferred.
<b>General Responsibilities</b>	Direction and management of Adult Services; supervision of staff; participation in departmental reference, readers' advisory, collection management, cataloging, programming, and community outreach; and participation in library administrative team.
<b>Evaluation of Applicants</b>	Applicant must submit <b>ALL</b> 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.
<b>Information Packet</b>	<i><a href="http://urbanafreelibrary.org/employment/currentvacancies.php">http://urbanafreelibrary.org/employment/currentvacancies.php</a></i>
<b>Questions</b>	Debra Lissak, Executive Director, 217-367-4058.
<b>Applications</b>	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.

### 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. Having so many different people all feel comfortable here is both the wonder and the challenge of our very popular library.

We offer a public library perspective for graduate students at 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 patron use has moved from traditional reference to technology assistance. Public computer use is extremely high.

Our staff is talented, dedicated to the success of the library, and eager to engage the public in new ways. We currently operate with a holistic approach where all staff share reference, collection management, and cataloging responsibilities, but we are trying to evolve a staffing model that frees professionals to experiment with new service opportunities.

	<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**

Supervisory, management, and leadership abilities  
Good organizational and decision-making skills  
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 technology 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 August 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
-----------------------------	-------------------------------------

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 \_\_\_\_\_

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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 \_\_\_\_\_

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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 \_\_\_\_\_

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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.)

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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.

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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.

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**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 – August 2010  
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 technological changes 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.