

NEW CASTLE PUBLIC LIBRARY
MANAGEMENT (NON-UNION)
POSITION AVAILABLE
INTERNAL/EXTERNAL APPLICANTS

ADULT SERVICES MANAGER – REFERENCE DEPARTMENT (FULL-TIME)

37.5 hours per week. This position is the department lead for the Reference Department. This position requires working at least 1-2 evenings per week and every third Saturday. Filling in in the event of call-offs is necessary, as well.

Entry \$22.00 per hour. A promoted employee will receive the current rate plus \$0.25, or the current start rate, whichever is greater. Includes health benefits, vacation, and sick leave for the employee only.

Duties:

The Adult Services Manager performs professional library work to develop and deliver quality library programs and collections for adults in the communities. Serves as a member of the library's management team and, as such, works closely with other department managers, the Director and staff work groups, as well as with the Library Board and local institutions to cooperatively develop library and divisional goals consistent with the overall mission of the Library. The Adult Services Manager analyzes and evaluates the needs of the communities to provide library services that meet educational, informational, and recreational needs of adult residents. The primary function of the Adult Services Manager includes planning and implementing services, managing collections and allocating resources. Work is performed independently under the broad direction and guidance of the Director who reviews work for quality of program implementation, services provided to patrons, and professional library standards.

Education & Requirements: This position requires management experience and Masters of Library Science (MLS) degree from an ALA-accredited program or its equivalence, PA Child Abuse Clearance, PA Criminal Background Check, and Fingerprint Check upon employment.

Apply in writing (letter or email) to Andrew Henley, Library Director, New Castle Public Library, 207 E. North Street, New Castle, PA 16101, director@ncdlc.org by 5:00 p.m. on Friday, April 12, 2024.

Posted Internally & Externally: 03/26/2024, 11:00 a.m., awh
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