



Broadview Public Library District

Community-centered, world-focused learning in the heart of Broadview

Job Title: Library Services Manager

Reports to: Executive Director

Description: The Broadview Public Library District is seeking a dedicated and customer-focused Library Services Manager to lead our Library Services Department. This is an exciting opportunity for a motivated, detail-oriented professional with strong leadership skills and a passion for providing exceptional library services to our community. The Library Services Manager plays a vital role in shaping the library experience, ensuring seamless operations, and fostering a community-focused approach to library services. In the absence of the Director, Assistant Director or the Operations Manager they will serve as the Person-In-Charge.

Position Overview

Reporting to the Library Director, the Library Services Manager is responsible for overseeing daily operations, supervising Library Services staff, developing and implementing departmental goals, and scheduling staff. The ideal candidate will be a strong communicator, problem-solver, and team leader who can balance independent work with collaboration. This role also involves representing the library at the system level and ensuring a welcoming and efficient library experience for all patrons.

Responsibilities include, but are not limited to:

- Supervise and support circulation staff, ensuring high-quality customer service.
- Develop and implement departmental goals to enhance library services.
- Manage staff scheduling and oversee daily circulation operations.
- Represent the library at system-wide meetings and professional events.
- Assist in the development and curation of the library's collection, including research, and acquisition, to meet the diverse needs of our community. Over time, responsibilities will expand to include cataloging and/or classification of materials, ensuring that print and digital resources are accessible and easy to navigate.
- Prioritize tasks, make informed decisions, and maintain professionalism in all interactions.
- Ensure compliance with library policies and procedures.

Qualifications & Skills

- Strong organizational and leadership abilities.
- Excellent communication and customer service skills.
- Ability to multitask, meet deadlines, and remain calm in challenging situations.
- Basic knowledge of circulation practices, procedures, and technologies.
- Physical ability to bend, stoop, lift, and carry up to 20 pounds.

Additional Information:

Full time position (37.5 hours weekly); non-exempt; requires evening and weekend hours; requires flexibility in scheduling; requires ability to adapt to a busy, changing, and sometimes stressful work environment; must possess excellent interpersonal, organizational and communication skills, both written and verbal. Qualifications (Education, Skills, Training): MLS or MLIS required; 5 plus years work experience in a public library setting or library services work experience; supervisory experience. The candidate must be able to assess community needs and implement effective library services in response.

Working Conditions/Physical Requirements:

- Sitting at a desk for long stretches of the workday
- Looking at a computer screen for long stretches of the workday
- Ability to lift supplies and books, approximately 30 pounds

Benefits include:

- Health Insurance (Medical, Dental and Vision)
- Vacation Leave
- Sick Leave
- Holiday Pay
- Life Insurance
- IMRF Retirement

Application Process and Deadlines:

Submit cover letter, resume, and three references to Goodson@broadviewlibrary.org by 5:00 pm on Friday, February 21, 2025.