



**Samuels Public Library  
Job Description**

**Position Title:** Adult Reference Manager (Grade 15)

**Reports To:** Library Director

**Fair Labor Standards Act:** Exempt

**Position Summary:**

The Adult Reference Manager oversees the operations and scheduling of the reference desk, adult collections, adult programs and services under the general direction of the Library Director.

**Major Position Responsibilities:**

*(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Supervises , trains, and schedules Reference & Technical Services Staff
- Provides excellent customer service.
- Works with the Circulation Supervisor, Youth Services Supervisor, Operations Director and Library Director as part of the Library's Management Team.
- Develops, implements, and plans procedures for the department.
- Collection maintenance for all adult materials, including selection and weeding
- Ensures adequate reference desk coverage for all operational hours.
- Designs and implements a technology training program for patrons and staff.
- Maintains current knowledge of library and publishing trends.
- Oversees publicity for adult services.
- Collaborates with local businesses and organizations to foster community outreach opportunities
- Works closely with Friends of Samuels Library and volunteers on events and special projects.
- Exhibits a thorough knowledge of Library policies and procedures and implements these policies and procedures courteously, efficiently, and with exercise of discretion and judgment.
- Reviews and recommends new products to enhance library operations or services.
- Plans and directs adult programs.
- Acts as building supervisor when needed.
- Various other duties as assigned



**Knowledge, Skills, and Abilities Required:**

Considerable knowledge of the full scope of professional library principles, methods, materials and practices. Excellent communication skills with the ability to supervise staff and volunteers.

**Education, Training and Experience Required:**

At least one year of public or academic library work required. Prior supervisory experience preferred. Must obtain a MLIS or MLS Degree and Librarian's Professional Certificate from the Commonwealth of Virginia within 3 months of hire.

**Physical Requirement of the Position:**

This is light work requiring the exertion of up to 20 pound of force occasionally, up to 10 pounds of force frequently, and a negligible force constantly to move objects; work requires fingering and repetitive motion, prolonged periods of standing; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities: the worker is not subject to adverse environmental conditions.

**Special Requirements:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.