Title of the Position:  
Adult Services Manager

Department:  
Adult Services

Status:  
Full-Time Exempt - 40 hours per week

Schedule:  
Day, evening, and weekend hours. \textit{Schedules may be adjusted in response to changing operational needs.}

Benefits:  
Eligible for full benefits – required participation in the Alabama State Employees’ Retirement System

Salary Grade: 16

Salary Range:  
$47,091.20 - $49,775.91

Reports to:  
Deputy Director

Supervisory Responsibility:  
Directly supervises the Adult Services employees, volunteers and community service workers, as applicable.

Position Summary:  
The Adult Services Manager directs and manages the operation of the Adult Services Department, including supervising and coordinating activities of the department, department budget, and staff. Works with the managers at all locations to provide excellent adult services for the Tuscaloosa Public Library System. In addition, the Adult Services Manager serves on the Management Team, provides input into policies and procedures, and works closely with the Deputy Director to provide input into overall decision making for the Library, which includes budgeting, operational needs, and other managerial decisions.

Physical Requirements:  
The physical requirements are typical of an office environment and include sitting, standing, bending, walking, reaching, pushing/pulling carts weighing over 100 lbs., lifting items weighing up to 50 lbs. and looking at a computer screen for long periods.

Minimum Qualifications:  
- ALA accredited MLS degree, with at least two (2) years’ library experience; or Bachelor’s degree with at least four (4) years progressively responsible library service; or a combination of education and experience equivalent to these requirements
- Successful management and supervisory experience in a library or similar setting
- A valid driver’s license

Submit cover letter, resume, and completed Tuscaloosa Public Library application to K. Thompson, Human Resources Manager, at 1801 Jack Warner Pkwy, Tuscaloosa AL 35401.

Applications will be reviewed as received. Position closes February 16, 2021.

All offers of employment are contingent upon reference and background clearances to include: Criminal, Driving and Central Registry Check for Child Abuse and Neglect. The Tuscaloosa Public Library (TPL) is an equal opportunity employer and does not discriminate in any aspect of employment based upon race, color, sex, age, gender, religion, national origin, citizenship, military/veteran status, marital status, political preference, sexual orientation, genetics or disability.