



TETON COUNTY
LIBRARY

TETON COUNTY INVITES YOUR
INTEREST FOR THE POSITION OF
Adult Services Manager



TETON COUNTY LIBRARY

ADULT SERVICES MANAGER SEARCH

TETON COUNTY LIBRARY



THE COMMUNITY

Teton County is a year-round resort community, located in the northwestern corner of Wyoming. It serves as a southern gateway to Grand Teton and Yellowstone National Parks. It is home to three world class ski resorts, as well as hiking, biking, and rafting opportunities.

As a community, Teton County is characterized by its commitment to outdoor adventure, education and philanthropy, demonstrated by abundant arts, recreational and cultural offerings for residents and visitors alike. In the summers, we host more than three million visitors from around the world. Despite this influx, Jackson Hole proudly maintains its western heritage and warm hospitality.

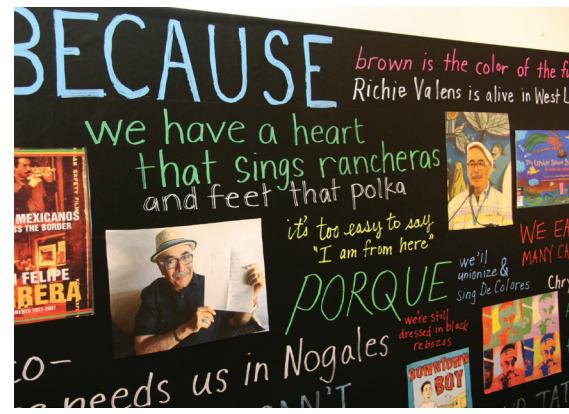
As a resort community with a tourism-based economy, living in Teton County costs about 50% more than in the rest of the state with much of the higher cost coming from housing. In addition, this means county agencies, like the library, serve an economically diverse demographic, from second homeowners to low-wage service employees.

THE LIBRARY

Teton County Library is the community's essential place to thrive in a challenging world by connecting the community with resources, people, and learning. The Library experienced more than 620,000 in-person and virtual visitors last year. Over 375,000 items were checked out to over 18,000 active card holders.

The library boasts a staff of skilled librarians and para-professionals, core, popular, and special collections, a range of robust digital content, and a host of dynamic community-focused programming. The library functions as a key community center, a place to dream and to do.

The main library in Jackson, Wyoming is 35,000 sq. ft. and includes public meeting spaces, study rooms and two auditoriums with state-of-the-art technology. The library also has a branch in Alta, Wyoming, accessed across the Idaho state border.



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LIBRARY INITIATIVES

In 2017, the Library, established a five-year strategic plan, with five goals which frame the library's priorities and guide decisions related to collections, services, and programs.

1. Cultivate and sustain a responsive culture of service.
2. Create and maintain a variety of opportunities to improve all types of literacy for 21st century learning.
3. Ensure effective use of library resources by making our most in-demand items more accessible.
4. Ensure library programs are relevant, innovative, and add value to the community.
5. Ensure a strong library organization.

The Adult Services Manager plays a key role in identifying and developing customer service initiatives and ensuring offerings reflect the community's needs, wants and interests. The Adults Services Manager will assist the Director, along with other division managers, in guiding the library and will have opportunities to be creative, innovative, inspire staff, and lead committees and teams on these important initiatives.

THE POSITION

The Library seeks a career motivated, people-centered, and dedicated professional to advance library services. This position will be instrumental in implementing the library's vision and strategic plan.

Through integration of the library's mission and values, this position manages reference and adult services for Teton County Library and provides a variety of informational, instructional, recreational, and research services to meet the needs of the adult community from new adults to seniors. The ideal candidate is: passionate about community equal-access and patron centered library services; an experienced and people-oriented manager with proven administrative, fiscal and public service experience; and demonstrates an enthusiasm for mentoring all levels of library employees.



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POSITION REQUIREMENTS

The Adult Services Manager assists in the overall management of daily library operations, budgeting, and administration of the Adult Services division.

To be considered, candidates must have:

- Master's Degree in Library Science.
- Four years of professional librarian experience, including supervisory and program management experience.
- Strong communication and computer skills.
- Must be skilled in decision making, critical thinking, evaluating situations and taking direct action.

The successful candidate will be collaborative in nature, confident and competent, fair and equitable, and demonstrate ability to mentor, motivate, and inspire.



QUALITIES OF THE IDEAL ADULT SERVICES MANAGER CANDIDATE

CUSTOMER SERVICE

- Patron-oriented and demonstrates a track record of responsiveness to community residents and library patrons.
- Focused on emerging technology and continuous improvement to library services and innovation.
- Promotes and supports popular collections.

MANAGEMENT

- Committed to mentorship and professional development of staff.
- Experienced in program management and ability to plan, organize, direct, and administer adult library services and collections.
- Effectively explains, leads and manages change.
- Demonstrated ability in using analytics for decision making and experience in implementing measurement and evaluation tools.

COMMUNITY FOCUSED

- Collaborative and open to developing or improving external partnerships.
- Anticipates community trends.
- Embraces innovation and experimentation to help the library stay relevant and vital.

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HOW TO APPLY

The online application and position description are available at:
www.tetoncountywy.gov/jobs.

A resume and cover letter are required for all applicants and may be uploaded and submitted with your application.

The position is open until filled.

For more information about the position, contact Valerie Maginnis, Director of Library Services at: vmaginnis@tclib.org.

Questions about the application process should be directed to County HR Department at 307.732-5773 or by email at: hr@tetoncountywy.gov.

All candidates will receive notification of their status as the recruitment continues, please do not contact library staff.

The Teton County Library Foundation offers a generous and substantial relocation package and optional housing assistance program.



COMPENSATION & BENEFITS

Compensation level is determined by qualifications and experience.

Relocation package is negotiable.

Hiring Range: \$52,845 - \$59,790

Teton County offers a comprehensive benefits plan designed to meet the needs of all our employees:

- 100% fully paid Medical, Dental and Vision Insurance Premiums for employee and dependents
- Defined Wyoming Pension Benefit Plan
- Long-term Disability Coverage
- Employer Paid Employee and Dependent Life Insurance
- Section 125 FSA Plan for Dependent Child Care
- Paid Vacation, Sick Leave and Two Personal Leave Days
- Ten Paid Holidays

