

Job Title: Eastern Regional Manager
Supervisor's Title: Executive Director

FLSA Status: Exempt

General Summary:

This supervisory position is responsible for delivery of friendly, high-quality service to the public in a library setting. Performs managerial and supervisory duties related to personnel, library operations, branch services from the New Oxford and East Berlin locations. Work involves circulation routines, training and possible supervision of circulation assistants and/or volunteers, and the provision of first level reader's advisory and reference services. Evening and weekend hours are required. Regional Manager is responsible for ensuring the libraries are open during scheduled hours.

Sound independent judgment is required in carrying out the library's mission. Coordination must be maintained with Adult and Youth Services matters relating to reference reader's advisory and other services. Work is performed in keeping with the objectives, policies and established procedures of the library system.

Essential Duties and Responsibilities:

Management

- Ensure clear and consistent communication between branches and library leadership.
- Facilitate coordination between branches and other library departments.
- Represents the Adams County Library System to the local community. Promotes and maintains a high standard of public relations.
- Promotes and maintains high standards of library services.
- Ensures awareness and execution of Adams County Library System policy and procedures in a Customer Service focused environment.
- Maintains branch collection in collaboration with Public Services and Technical Services Librarians.
- Collaborates with Youth Services Coordinator to provide a quality program for children and teens.
- Trains and supervises branch employees at multiple locations.
- Ensures each library location has staffing adequate to provide needed services.
- Participates in professional organizations, attends library meetings and training seminars as required.
- Performs related duties as assigned or as the situation dictates.
- Reports work accomplished to the Executive Director.

Operations

- Provides reference and reader's advisory services; consults with age level specialists of the Adams County Library System as necessary.
- Answers general directional and informational questions and assists borrowers in the use of library facilities and resources.
- Performs all opening and closing procedures in work and public areas.
- Charges, discharges and renews library materials. Places and processes reserves.
- Ensures patron-point services for interlibrary loan are maintained.
- Establishes and maintains guidelines to keep collection current by rotating materials weekly.
- Enrolls new patrons and updates changes in patron information in library records.
- Collects and accounts for money received. Operates cash drawer.
- Communicates with landlord on building issues.

Programming

- Oversees plans for effective displays and exhibits.
- Ensures adequate marketing and merchandising methods to promote the use of the community library, collection and services.
- Plans for and presents select Youth Services and Adult Services programs.
- Ensure regional library locations have a full program lineup in response to community needs.
- Coordinates Outreach Services in the service area.
- Ensures liaison efforts for local schools and districts on projects and educational outcomes.
- Partners with local school districts to promote the ACLS and its programs.
- Represents the ACLS in local and Adams County communities.

Required Knowledge, Skills, and Abilities:

- Ability to learn Adams County Library System policies, practices, goals and objectives.
- Good analytical ability and problem-solving skills.
- Ability to exercise initiative, tact, leadership and independent judgment.
- Knowledge of community characteristics and particular special needs.
- Knowledge of supervisory methods, including work delegation, scheduling, evaluating performance and maintaining morale.
- Ability to learn and follow detailed instructions and procedures.
- Ability to learn to operate and to perform basic maintenance and troubleshooting procedures on computer equipment and printers.
- Ability to work independently, determining and adjusting work priorities as needed and completing tasks in an orderly and timely manner, while working collaboratively with others.
- Ability to work efficiently and calmly during busy periods and with frequent interruptions.
- Ability to deal pleasantly, tactfully and efficiently with people of all ages and temperaments.
- Ability to follow oral and written instructions.

Education and Experience:

- BA/BS required; MLS required.
- Customer service experience required.
- Library experience required.
- Bilingual Spanish preferred.
- Must have computer ability to adequately utilize integrated library system, Microsoft Office applications and electronic information sources.

Physical Requirements	Rarely (0-12%)	Occasionally (13-33%)	Frequently (34-66%)	Regularly (67-100%)
Seeing: Must be able to read reports and use computer				X
Hearing: Must be able to hear well enough to communicate with co-workers				x
Standing/Walking:			x	
Climbing/Stooping/Kneeling:			x	
Lifting/Pulling/Pushing:			x	

Coordinated movement of fingers and hands: Must be able to write, type, and use phone system.				X
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Working Conditions:

- Position requires ability to see, read and understand titles, call numbers and dates; sort accurately by alphabetical, numerical, chronological or Dewey Decimal order; grip library materials; reach up or down to shelve materials; occasionally manipulate library materials up to 15 pounds; carry/lift bags of library materials up to 40 pounds; and manipulate loaded book carts weighing up to 300 pounds over carpeted floors.
- Normal, indoor working conditions, with adequate work space, temperatures, ventilation and lighting.
- Normal office exposure to noise, stress and disruptions

Required Signature:

I have read the above position description and fully understand the requirements.

Employee

Date

Executive Director

Date

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Last Modified: 08/2025