



Outstanding Employment Opportunity

Library Services Supervisor, Adult Services

Library Services Department

The City of Thousand Oaks Library Services Department is seeking an innovative, collaborative, and technologically savvy professional to join our management team as a Library Services Supervisor for Adult Services. The accomplished library professional will serve as a key member helping lead our Library team in providing exceptional service to library patrons.

Primary responsibilities:

- Supervise, motivate and provide direction for staff
- Develop and implement a diverse and comprehensive programming calendar for adult patrons including variety of cultural and instructional programs and events
- Develop, coordinate, and provide outreach services for lifelong learners and groups
- Oversee all aspects of collection development for the Library's adult collections across a variety of platforms to enhance reference and readers advisory service
- Work with other divisions within the Library, and throughout the City, to enhance overall service to the community

The ideal candidate should possess:

- Demonstrated supervisory skills emphasizing motivation, goal setting, accountability, and continuous process improvement
- Outstanding teamwork and interpersonal skills, including exceptional customer service
- Demonstrated ability to excel in community outreach and engagement, and develop and enhance relationships with traditional and non-traditional library partners
- Knowledge and appreciation of diverse learning styles and the developmental, cognitive, and social preferences of adults in regard to collections, resources, and programming
- The ability to identify alternative solutions, consequences of proposed actions, and implement recommendations in support of established goals
- Exceptional written and verbal communication skills
- Master's degree from an accredited college or university with an emphasis in Library Science or a closely related field
- Four or more years performing responsible, professional library experience, including supervisory experience in a public library setting
- A valid class C driver's license is required

Core Competencies

- Strategic Thinker
- Customer Focused
- Accountable
- Interpersonally Effective
- Problem Solver
- Decision Maker
- Planner and Organizer
- Technically Knowledgeable

This position requires working nights and weekends at both the Thousand Oaks and Newbury Park Libraries.



The City of Thousand Oaks (pop. 132,365) is located in beautiful Ventura County, 12 miles inland from the Pacific Ocean, nestled against the Santa Monica Mountains, surrounded by more than 15,500 acres of natural open space. Incorporated in 1964, this master planned community offers a wide variety of cultural and recreational activities and an award-winning school system.

Salary range will be:
\$5,367-\$8,051/month

Excellent Benefits Package

FILING DEADLINE:
Friday, June 2, 2017 by 5:00 p.m.

Apply at www.toaks.org/jobs.

For further information, contact
Human Resources at
(805) 449-2144.