**TOWN OF BROOKFIELD**  
100 Pocono Road  
Brookfield, CT 06804

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**JOB OPPORTUNITY**

Recruiter/Contact:  
Fern L. Smenyak, Director of Human Resources  
Brookfield Town Hall 100 Pocono Road, Brookfield CT 06804  
email: fsmenyak@brookfieldct.gov  
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Posting Date:  
July 7, 2023

Job Title/Dept.:  
Head of Adult Services

Pay Rate/Union:  
Annual Salary: $58,000 - $60,000 based on experience, Non-Union

Work Week:  
35 Hours Per Week

Job Description:  
Plan, implement, publicize, execute and evaluate Adult Services and programs, including book discussions, and educational and recreational programs. Supervises, trains and monitors the performance of the department staff. Evaluate, monitor and weed adult fiction and reference collections; purchase adult fiction including large print fiction, and reference materials. Provide reference, referral and reader’s advisory services to patrons as needed. Develop goals and objectives for Adult Services. Maintain awareness of advanced techniques, newest procedures and latest equipment. Assist at the information desk or other public desks as needed. Undertake special projects related to Adult Services. Maintain online resources relating to Adult Services. Oversee services and schedule coverage of the information desk. Work with community agencies and organizations serving adults to provide services; may act as library representative to professional organizations and community groups. Attend professional meetings, workshops and conferences; maintain membership in professional organizations and participates in their activities. Participates in community outreach as needed. Interpret library policies to the public. Report statistical information pertaining to adult services. Assist in preparation of budget. Perform other duties as required or requested.

A full job description is available in the Human Resources Department. Applications must be submitted to the Human Resources Department or submitted online via Brookfield’s Town Website. (www.brookfieldct.gov) The Town of Brookfield is an Equal Employment Opportunity Employer.

Skills Required:  
An understanding of current library objectives, principles and procedures of professional library administration. Knowledge of automated library system and equipment. Excellent organizational skills. Ability to multitask and complete multiple projects on time and within budget. Have initiative, good judgment, accuracy and flexibility. Proficiency with current computer and web-based technology. Excellent customer service skills and the ability to interact professionally with the general public, town officials and employees. Ability to meet people easily and speak in public.

Education Required:  
Bachelor’s Degree in Library or Information Science or related field. A Master's Degree in Library or Information Science from an ALA accredited institution. A minimum of three years' responsible experience in a professional librarian capacity including one (1) year in a supervisory capacity.
Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for extended periods of time. The employee frequently is required to stand, walk, sit, bend, stoop and kneel. The employee is frequently required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include vision, distance vision and the ability to adjust focus.

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While performing the duties of this job, the employee is regularly required to sit for extended periods of time to view & operate computer equipment, and to stand for extended periods of time. The employee frequently is required to stand, walk, sit, bend, stoop and kneel. The employee is frequently required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include vision, distance vision, and the ability to adjust focus.