



**Human Resource Department**  
Stacy Ridley  
Human Resources Benefits Administrator

TO: All Concerned  
FR: Department of Human Resources  
RE: OFFICIAL JOB POSTING  
DT: May 31, 2017

Applications for the position of **Adult Services Librarian** for the Lewiston Public Library are now being accepted. Applications are available at the Human Resources Department or online at [www.lewistonmaine.gov](http://www.lewistonmaine.gov).

The Lewiston Public Library is seeking a full-time Adult Services Librarian to manage its Adult & Teen Services Department. This position is responsible for day-to-day operations of the department and is a member of the library's leadership and management team.

The Adult Services Librarian reports to the Library Director and supervises the department's full- and part-time staff and volunteers, and key service points. Major duties include staff management (hiring, training, scheduling, and performance appraisal); assisting library users with information needs; collection and resource development for several areas including digital services and new technologies; community collaboration; and library strategic planning. As the head of the Adult & Teen Services Department, this position also oversees and participates in planning and presenting events for teens and adults; library website maintenance and social media accounts, and general library marketing initiatives.

The ideal candidate would be an individual comfortable working as part of a team, with excellent managerial and leadership skills and ease working in a fast-paced environment. They should possess a strong level of technology literacy, and a high degree of energy, creativity, and initiative.

Other qualities and skills desired include: experience in community collaboration and public speaking; ability to develop training programs for staff; experience maintaining websites in a WordPress environment; excellent public relations skills; and a willingness to participate in the greater library community through professional conferences, memberships, and other activities.

A Master's degree in Library and Information Science and two or more years of management experience is strongly preferred, but equivalent combination of education and experience will be considered.

A full job description for this position can be found online at <http://lplonline.org/about/employment/>

This is an exempt, full-time position working 37.5 hours weekly; hours vary, with some evenings and Saturday work required. This position offers a competitive salary and benefits through the City of Lewiston. To apply, send letter of application and resume to [cdaniels@lewistonmaine.gov](mailto:cdaniels@lewistonmaine.gov); application deadline is June 14, 2017.

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Christina Daniels, Human Resources Technician

P.S. Only interviewed candidates will be notified.