

October 7, 2026

Farmington Community Library (FCL) is seeking a forward-thinking and collaborative Head of Adult Services to provide thoughtful leadership and ensure the effective operation of Adult and Teen Services, including programming, collections, outreach, and information services. Reporting to the Assistant Director, this position offers the opportunity to bring vision and creativity to these areas while serving as a key member of the Library's leadership team. The Head of Adult Services contributes to Library-wide planning, decision making, policy development, and initiatives that advance FCL's mission and strategic goals.

The Head of Adult Services supervises the Assistant Head of Adult Services, Senior Outreach Supervisor, six Librarians, and Information Specialists. The successful candidate will be an engaged and approachable leader who communicates clearly, builds strong working relationships, fosters collaboration, and supports staff through meaningful coaching, mentorship, and professional development. FCL is an Equal Opportunity Employer committed to providing an inclusive and equitable workplace. We welcome applicants from all backgrounds and are committed to building a talented team that reflects the community we serve.

POSITION: Head of Adult Services (Full-time, Exempt)

HOURS: 40 hours per week, including days, nights, and weekends on a flexible basis

SALARY: \$71,000 annually

BENEFITS: Paid vacation, sick time, and holidays; health insurance; dental/vision/hearing reimbursement; life and long-term disability insurance; employer-supported retirement and health savings plans

PRIMARY RESPONSIBILITIES:

- Leads and manages the Adult Services Department, including programming, collections, outreach, and information services for adults and teens
- Works closely with the Assistant Head of Adult Services to establish departmental priorities and goals; coordinate staffing, scheduling, workflow, and day-to-day operations; plan

regular department-wide and committee meetings; and ensure responsive services across both Library locations

- Evaluates departmental services and stays informed of emerging trends, technologies, and best practices; identifies opportunities for innovation, improvement, and continued growth in response to community needs
- Provides direct public service, including reference, readers' advisory, and technology assistance
- Serves as an active member of the Library's leadership team, contributing to Library-wide planning, decision making, problem solving, and the development and implementation of strategic and organizational priorities
- Leads and participates in Library-wide committees, teams, projects, and initiatives
- Collaborates across departments and locations to coordinate services, implement Library-wide initiatives, address operational needs, and support effective and consistent operations
- Supervises, coaches, and develops department staff; establishes clear expectations, provides ongoing feedback and mentorship, conducts performance evaluations, and supports professional growth
- Fosters a collaborative and communicative work environment and provides staff with the guidance, training, and resources needed to deliver effective service and successfully navigate challenges
- Builds and maintains relationships with community organizations and partners and represents FCL at community and professional meetings and events
- Serves as Staff-in-Charge when assigned, exercising sound judgment in responding to patron concerns, staff matters, emergencies, security issues, and other situations
- Other duties and responsibilities as assigned

KNOWLEDGE, SKILLS & ABILITIES:

- Strong leadership and supervisory skills, including the ability to establish clear expectations, provide constructive feedback and appropriate follow-up, and navigate difficult conversations professionally
- Ability to identify, evaluate, and thoughtfully apply emerging trends, technologies, and best practices to support innovation and continuous improvement in Library services
- Strong critical thinking, problem solving, and decision making skills
- Ability to exercise sound judgment in complex, sensitive, or challenging situations
- Excellent written, verbal, and interpersonal communication skills
- Strong digital literacy skills and comfort using workplace and library technologies; ability to learn new technologies, adapt to changing digital tools and workflows, and effectively

Farmington Community Library

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teach and support others in their use

- Ability to coach, mentor, and support the professional development of staff with varying levels of experience
- Strong organizational and project management skills, with the ability to establish priorities, manage competing demands, and follow projects through to completion
- Ability to build effective working relationships and foster collaboration within the department, across the organization, and with community partners, professional colleagues, and other external organizations
- Ability to lead and adapt through change while maintaining effective communication and continuity of service

MINIMUM QUALIFICATIONS:

- Master's degree in Library or Information Science from an ALA-accredited institution, or an equivalent graduate-level library or information science degree from an institution outside the United States
- Minimum of five years of progressively responsible professional library experience in reference and information services, collection development, programming, outreach, and related public library services
- Minimum of two years of experience directly supervising staff, including responsibility for performance evaluation, coaching, and staff development
- Minimum of two years demonstrated project management experience, including planning and managing projects from concept through completion, coordinating resources, timelines, and budgets, and managing competing priorities and deadlines
- Demonstrated experience developing and implementing procedures and operational practices
- Ability to work a flexible schedule, including evenings and weekends, as required

PREFERRED QUALIFICATIONS:

- Minimum of two years demonstrated experience leading or managing a library department, branch, or major service area
- Demonstrated experience developing and maintaining partnerships with community organizations, stakeholders, and other external partners
- Demonstrated experience contributing to organizational or strategic planning and implementing strategic goals and initiatives
- Demonstrated experience developing, reviewing, or implementing organizational policies



- Demonstrated experience leading the development, implementation, or significant improvement of library services, programs, or operations
- Demonstrated experience collaborating across departments or service areas on Library-wide projects and initiatives.

PHYSICAL ACTIVITY REQUIREMENTS:

Medium work - Lifting 20 to 50 pounds occasionally and 10 to 25 pounds frequently. The physical demand requirements are in excess of those used for Light Work and involve being on your feet generally most of the day.

HOW TO APPLY:

Applicants must submit a completed application, resume, and cover letter by 5:00 p.m. EST on Monday, October 26, 2026.