

Lyon Township Public Library
Job posting: Adult Services Manager
April 14, 2026

- Hours:** 40 hours/week, including weekends and evenings
- Pay:** \$66,000 - \$72,000
- Benefits:** Paid holidays, pension, deferred compensation plan, flexible scheduling, generous PTO, Employee Assistance Program, amazing co-workers, health insurance (optical & dental), membership in MLA & ALA
- Applications accepted:** Until May 5, 2026
- Starting date:** Late May 2026

The Lyon Township Library is searching for a new Adult Services Manager to join us as we enter a new era for the library with the opening of our new facility on June 1, 2026. We are looking to grow our team and realize a new level of professional service to our community. Under the direction of the Library Director, the Adult Services Manager will perform a wide variety of duties associated with Adult Services, including programming, outreach, collection development, and supervisory duties of Adult Services staff.

Essential Job Functions

- Schedule events, workshops, lectures and performances for the adults of Lyon Township
- Oversee collection development, including the ordering, weeding and organization of the adult collections
- Collaboration with the Management Team to develop, implement and deliver services that align with the Library's Strategic Plan
- Supervision and collaboration with Adult Services staff on events and services

Required Qualifications

- Master's degree in Library Science
- Minimum of 5 years of professional library experience
- Minimum of 3 years supervisory experience
- Ability to train, schedule and supervise Adult Services staff
- Strong positive interpersonal skills, organizational and time management skills
- Excellent customer service
- Knowledge and experience in the selection of library materials and collection of development of materials for adults from the age of 18-99
- Ability to serve library patrons efficiently and effectively
- Ability to use good judgement, initiative and resourcefulness with the employees and the public
- Ability to effectively use and teach current technology to patrons of all ages
- Ability to work independently as well as a part of a team
- Ability to contribute constructively with the management team
- Ability to serve the public at information desks at scheduled times
- Ability to create a comprehensive outreach program for the Adult Services Department and to participate in outreach initiatives

Please send cover letter, resume and professional references to Library Director Holly Teasdale at hteasdale@ltp.org by May 5, 2026