

Job Responsibilities

Position: Manager of Adult Learning Services

Department: Adult Education

FLSA Classification: Exempt

Reports To: Chief Adult Learning Officer

Supervises: Assigned staff

Created Date: 09/04/2015

Summary of Responsibility

Administers the system-wide development and implementation of a technology-rich teaching and learning environment for all aspects of formal and informal public education for adults 17 and older. Works with community and municipal stakeholders to strategically align initiatives, coordinate utilization of grant resources, and streamline and standardize procedures toward the successful transition of adults into the workforce and post-secondary education. The Manager of Adult Learning Services will report to the Chief Adult Learning Officer.

Essential Functions (these will pull into appraisal form)

Title and Description

Operations

Manage daily operations of the Adult Learning Program. Lead a diverse team of employees; responsible for supervising staff and contractors as well as coordinating public-facing services on a day to day basis. 20 %

Research

Manage a portfolio of select projects related to Adult Learning; conduct research and analysis; identify opportunities for streamlining procedures and improving operations processes and maintain project budgets and activity reports. 20 %

Implementation

Implement projects and oversee execution and roll out of project tasks including: requirement gathering, scoping, creation and management of project plans and schedules; monitoring deliverables and milestones; identifying options to overcome project obstacles; ensure timely grant reporting. 20 %

Partnership

Broaden the scope of strategic partnerships through networking, focused outreach and participation in stakeholder convening. 20 %

Funding

Prospect new funding and resourcing opportunities; as part of a team, write grants to support program development; work with internal and external stakeholders to strategically align initiatives; coordinate utilization of grant resources; and, liaise with evaluators for reporting and assessment. 20 %

Secondary Functions

Title and Definition	Weight
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Technology

Maintains awareness of best practices and emerging technologies; coordinates with IT Department to ensure adequate technology infrastructure to meet goals of technology-enhanced teaching and learning environment. 0 %

Development

Formulates and provides professional development to support library staff and instructors in the delivery of e-Learning resources and devices. 0 %

Teamwork

Collaborates closely with adult learner staff to ensure that students continue to make progress toward their employment and education goals by identifying and documenting student goals, performance measures, and referrals. 0 %

Administration

Plans and organizes internal and external meetings and workshops; developing agendas, capturing meeting minutes and follow-up actions items. 0 %

Publications

Develops presentations, writes blog posts, reports, white papers and other publications for promotion or dissemination of project activities. 0 %

Representative

Participates in relevant policy and planning committees and meetings; represents the adult learning interests of the Library in regional and state meetings, and serves as liaison to other key adult education providers within the state and region. 0 %

Other

Other administrative duties in Adult Learning Department as required. 0 %

Other duties as assigned.

The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position.

Core Competencies

Title and Definition	Weight
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Commitment

Challenges her/himself by taking on and solving critical business problems. Serves as a positive role model. Responds positively to organizational change. Transmits the

HPL culture to colleagues and others throughout the organization. Helps others advance. Expects that obstacles will occur and refuses to use them as an excuse for not achieving results. Works independently, meeting reasonable deadlines, and accepting responsibility for his or her actions. 25 %

Community

Clarifies overarching client needs to his/her team. Manages to both internal and external clients. Approaches each customer issue/problem as an opportunity to build further customer loyalty. Fosters and maintains strong community relationships. 25 %

Future

Motivates others to translate new ideas and actions into results. Promotes innovation and is open to new ideas. Supports and manages change while remaining resilient. 25 %

Relationship Building

Knows and effectively communicates the organization's mission, vision and values. Solicits feedback from his/her team. Provides ongoing coaching and feedback to his/her team members. Demonstrates the value of diversity and inclusion. When conflict arises, successfully navigates the conversation to find solutions acceptable to all parties. Shares wins and successes. Defines success in terms of the whole team. Can be relied upon to follow through on commitments and promises. 25 %

Other Requirements

Title and Definition	Weight
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Qualifications and Competencies

Education Requirements

Degree / Diploma Obtained	Field of Study	
Masters	Education	And / Or
Masters	Library Science	And / Or
Masters	Related Field	

Additional Education Requirements:

Physical Demands

Additional Info

Ability to keep composure in everyday, potentially

stressful situations.

Able to walk, sit and stand for extended periods of time.

Ability to meet a flexible work schedule, including evenings and weekends.

Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Able to travel to all facilities within the city, during all weather conditions.

Lifting of moderate to heavy weight material up to 50 lbs.

Experience Requirements

Years of Experience

Type of Experience

5 years:

5 years of experience in an administrative and managerial capacity, preferably in a nonprofit environment. Experience managing federal grants.

Employee Statement of Understanding

I have read and understand the contents of this job description, and agree to abide by Hartford Public Library policies, procedures and practices.

x _____ Date _____