

Manager of Adult Learning Services at Hartford Public Library:

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 Education will report to the Chief Adult Learning Officer.

Requirements:

- Master's Degree in Education, Library Science, or related field.
- 5 years of experience in an administrative and managerial capacity, preferably in a nonprofit environment.
- Experience managing federal grants.

Responsibilities and Skills:

- 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.
- 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.
- 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.
- Broaden the scope of strategic partnerships through networking, focused outreach and participation in stakeholder convening.
- 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.
- 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.
- Formulates and provides professional development to support library staff and instructors in the delivery of e-Learning resources and devices.
- 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.
- Plans and organizes internal and external meetings and workshops; developing agendas, capturing meeting minutes and follow-up actions items.
- Develops presentations, writes blog posts, reports, white papers and other publications for promotion or dissemination of project activities.
- 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.

Other administrative duties in Adult Learning Department as required.

Full job description and application are available on our website: <http://hplct.org/about/job-openings>.

A completed signed application must be received in order to be considered for this position.

Hartford Public Library requires a Criminal Background Check and Pre-employment Drug testing on applicants who are selected as a finalist for the position. Applicants will be provided a copy of any positive drug test results. A criminal record does not necessarily eliminate you from employment with Hartford Public Library. Each conviction will be reviewed with respect to the offense, circumstances, seriousness, and the position for which you apply. **E.O.E.**