

**Adult Education Director (full-time): Hartford Public Library** seeks a seasoned professional to administer 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 ages 17 and older. This individual 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 postsecondary education.

Minimum requirements:

- Minimum of 7 years of experience in an administrative and managerial capacity, preferably in a nonprofit environment.
- Minimum of 7 years of experience managing federal grants.
- Master's degree in Education from an accredited institution, with emphasis on educational technology and administration (Postgraduate Professional License; Ed. S. or C.A.S. preferred; endorsements in administration and supervision.) Related experience with a Master's degree with major course work in library and information studies or public administration will be considered.
- Previous Library experience highly desirable.
- Demonstrated ability to manage communications to successful outcomes for one or more organizations.

Full requirements, job description and application are available online at <http://hplct.org/about/job-openings> or Administrative Office, Hartford Public Library, 500 Main Street, Hartford, CT 06103. **A completed signed application must be received in order to be considered for this position.** **Position open until filled.**

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.**