

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 5-7 years of experience in an administrative and managerial capacity, preferably in a nonprofit environment.
- Minimum of 3-7 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.
- Proven experience in project management.
- 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.**

POSITION OVERVIEW: Responsible for the development and implementation of a technology rich teaching and learning environment for adults 17 years and older at Hartford Public Library. Works with community and municipal stakeholders to strategically align initiatives, coordinate utilization of grant resources, and streamline and standardize procedures leading adult learners to academic and professional advancement and skills necessary to succeed in today's global economy. Manages and supervises adult learning staff assuring that department deliverables are achieved. Reports to the Chief Adult Learning Officer.

Hartford Public Library's Adult Learning Division strives to increase educational opportunities and create an inclusive learning environment which promotes a sense of

belonging and community for adults to acquire the skills and knowledge necessary to: become financially secure; advance academically and professionally; engage meaningfully in open government; and compete successfully in a global economy. Priority is given to digital literacy, secondary school completion, and citizenship as the most effective means of assisting adults in all areas of their lives.

RESPONSIBILITIES:

- Plans, directs and supervises employees; monitors employees' work, recommends hires, trains, disciplines staff, prepares work assignments and weekly schedules to assure appropriate level of coverage; assures successful execution of adult learning programs and initiatives. Evaluates staff performance.
- Provides leadership for enhancing teaching and improving learning outcomes through the identification, evaluation, and integration of effective 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 on resources and tools that they can utilize with adult learners.
- Collaborates closely with adult learner staff to ensure that students continue making progress toward their employment and education goals by ensuring that student records are up to date. (This includes documenting student goals, performance measures, and referrals.)
- Collaborates closely with Data Administrator to establish baseline data and maintain appropriate records and data for monthly and annual performance reports; conducts bi-monthly business analysis (qualitative/quantitative) to support project efforts.
- Identifies grant opportunities and submits grant proposals for funding adult education programs. Manages grants to assure compliance with all grant requirements for state, federal, and private adult education. Manages grant budgets.
- Supervises day to day operations of adult learning programs, including class schedules and calendars, adhering to state and/or grant requirements to ensure successful outputs and outcomes.
- Coordinates and contributes to the divisions' social media presence, including blog posts, articles, and other publications for promotion or dissemination of project activities.
- Develops and delivers presentations; conducts internal and external meetings and workshops. Participates in relevant policy and planning committees and meetings; represents 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.

REQUIRED EDUCATION AND EXPERIENCE

- Master' degree in Education, Library Science, or Public Administration from an accredited institution.
- Postgraduate Professional License; Ed. S. or C.A.S. preferred.
- Experience in project management.
- 5-7 years of experience in an administrative and managerial capacity, preferably in a nonprofit environment.
- 3-5 years of experience managing federal grants.
- Demonstrated knowledge of project development and evaluation.
- Ability to maintain close working relationships with community and faith based organizations, local, state, and federal agencies, businesses, and health and human service providers.
- Experience providing leadership development, and coordination of adult education programs.
- Knowledge of and experience with current learning management systems and other instructional technologies.
- Familiarity with adult curricula design and implementation, testing and teaching approaches.
- Works effectively in a supportive and collaborative role with a wide range of constituencies and diverse population.
- Ability to assess adult learning environments and implement changes focused on community needs.
- Knowledge of adult education legislation, standards, policies and procedures.
- Proven track record of writing successful grants.
- Skilled in budget preparation and management.
- Excellent oral and written communications skills, able to network and negotiate effectively.
- Excellent interpersonal and leadership skills; Demonstrated organizational skills in handling and directing multiple and complex assignments and projects.
- Creates and maintains positive and effective working relationships with students, employees and the public.