

JOB TITLE: ASSISTANT LIBRARY DIRECTOR (Salaried - Exempt)

ACCOUNTABILITY: Under the direction of the Library Director and in accordance with City Code.

JOB SUMMARY: Supervises and performs tasks in circulation, reference, acquisition, cataloging, and children's library work; when necessary or in absence of Library Director supervises work of all staff; directs Library in absence of Library Director; serves as general office manager for library.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Administrative: assists with Library Board preparation; substitutes for Library Director when necessary at Library Board, City, and community meetings; when necessary or in absence of Library Director supervises work of library staff; enforces policies of Library Board and City of Seward; resolves patron complaints and delinquent overdue situations; represents Library on City Safety Committee; maintains inventory of equipment and furniture; oversees building maintenance, elevator checks, etc., contacts repair companies as needed; organizes and keeps current the staff procedures book; assists with development of library long-range plans, team targets, policy statements, budget and so on; directs the training and orientation of new employees and volunteers

Clerical: orders supplies, tracks usage, contacts vendors, works with City Purchasing Agent; creates financial reports (petty cash, receipts, Library Board bills, etc.); generates Library Board minutes

Technical/Computing Services: uses online vendors to order library materials; creates original cataloging for materials not found elsewhere; initiates periodical acquisitions and tracks renewals; inventories new materials as received; receives and responds to e-mail from patrons and staff members

Circulation: starts and closes computer system for staff stations, OPACs, public computers; uses all aspects of circulation computer (checking in and out, holds, lists, etc.); prints and checks overdues; collects fines

Public Services: offers reader's advisory services; offers patron assistance in-house and over the phone; assists with public computers; offers reference assistance using print and electronic resources; recommends titles for consideration; participates in special projects; schedules meeting room use

Personnel/Training: creates personal targets for performance evaluation as per City policy; tracks leave hours; attends staff meetings and in-service sessions; attends workshops and classes to achieve and maintain state certification; semi-annually reviews City and Library Board policy

Miscellaneous: Other duties as assigned

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Clerical: maintains patron database; shelves all types of materials, and shelf-reads and straightens; delivers mail, agendas, orders and

maintains supply of federal and state income tax forms etc.; inventories library collection

Technical/Computing Services: troubleshoots computer problems; processes new materials; mends all types of materials; enters new materials on OCLC and/or on in-house system

Public Services: calls patrons for holds, overdue notices, other messages; creates and implements programs for children, young adults and adults; maintains all aspects of Inter-Library Loan; promotes new and upcoming acquisitions

Miscellaneous: duties of Library Clerk and Library Assistant I and II not listed here

SKILLS AND ABILITIES:

Physical Requirements: ability to lift up to 40 lbs.; ability to use step stools, to stoop or kneel; ability to use phone and computers, microfilm reader, cash register, calculator, etc

Skills: ability to work well with public; ability to supervise and lead other staff members when necessary; ability to learn, to follow directions, to work with or without supervision; ability to keyboard accurately at 50 wpm; three to four years of experience with various computer programs and functions

Knowledge: familiar with standard library practices, and organization reference tools

Availability: ability to work weekend and/or evening hours regularly; ability to substitute for others when possible

EXPERIENCE AND TRAINING: Graduation from College with either course work in library science or two years library work experience at Assistant II level or any equivalent combination of training and experience.

(Updated - September 2009)