

Barron Public Library

Assistant Library Director

Provides direct library service to the public, supports the Library Director in cooperation with co-workers in completing procedures and policies in an organized manner.

Reporting Relationships

- Reports to the Library Director
- Works to provide assistance to all library staff, including volunteers, in planning and directing library services and activities
- Assumes Manager on Duty role as required

A. Essential Duties and Responsibilities

- Assist the Library Director with establishing, tracking, and successfully completing short and long-range goals within budgetary constraints
- Assist the Library Director in the review, development, recommendation, and implementation of library policies and procedures
- Assist the Library Director in coordinating library staff scheduling and supervising the development, organization, and prioritization of assigned work and projects of library staff
- Develop and implement projects after evaluating service levels, needs, and interest of our community
- Other duties as assigned

B. Circulation

- Performs circulation desk duties i.e. (greeting patrons, checking materials, staffing, etc.)
- Registers and updates patron records
- Maintains library areas i.e. (sustaining orderly shelves, refilling displays, etc.).
- Process materials for patrons and other libraries
- Interacts with basic computer software and library specific computer programs
- Provides instruction and information to patrons about library usage, formats technologies, and equipment.
- Participates in staff meeting to discuss and resolve problems, contribute ideas for improvement, and keep updated on library plans and activities
- Conducts general clerical duties

C. Outreach and Programming

- Plan, direct, supervise, and evaluate library services, outreach programs, and collections
- Develop library services based on community needs, interests, and trends
- Maintain awareness of changing trends and technology
- Represent the library at professional, governmental, community, and school events

D. Education and Experience

- Associates degree preferred
- Two years professional library experience and preferred two years supervisory, human resource, or management level experience

- Knowledge of the principles and practices of Library Science, including cataloging and classification, reference and research, reader advisory, collection development, library information networks, automation and technologies
- Knowledge of web-based resources and data and patron privacy laws

G. Ability Requirements

- Ability to communicate effectively, both verbal and written
- Ability to analyze and effectively solve problems
- Ability to analyze and evaluate operations, procedures, and policies
- Ability to organize, coordinate and manage activities of the library staff
- Ability to maintain a positive and flexible approach to changing needs within the community
- Ability to effectively use computers and standard applications software
- Ability to be available work hours that include evenings and weekends

H. Physical Demands and Working Environment

- The physical demands described here are representative of those that, with reasonable accommodations, may enable qualified individuals with disabilities, to successfully perform the essential functions of this job.
- The position requires the ability to sit for long periods of time, stand, bend, twist, crawl, carry, and stoop to carry on a daily basis.
- The position requires the ability to handle, feel and/or operate objects, tools, or controls.
- The employee is required to retrieve, replace, and reach materials for items on shelves of various heights.
- A valid driver's license is required for travel to professional development and outreach opportunities.
- Flexibility to work hours during weekdays, evenings, and weekends during regular library hours of operation is a requirement of this position. Hours of work are to meet the needs of the organization.
- Work is performed primarily in a library environment.
- The duties listed are intended only as illustrations 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, related or a logical assignment to the position.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The **probationary period** for this position shall be six (6) months.

Barron Public Library, in compliance with state and federal laws and regulations that include the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 (Section 504), does not discriminate on the basis of disability. Barron Public Library is an Equal Opportunity Employer.

Barron Public Library - Library Director/Manager Job Description approved on January 4, 2018
by Barron Public Library's Board of Trustees