

POSITION DESCRIPTION

Class Title: Assistant Library Director
Department: Library
Division:
Date:

GENERAL PURPOSE

Performs a variety of routine clerical and manual work in circulating and processing library materials and providing services to library patrons. Assists the library director in all aspects of library programming and functions affecting service to the public.

SUPERVISION RECEIVED:

Works under the close supervision of the Library Director.

SUPERVISION EXERCISED

Exercises supervision over library assistants, aides and other support staff, part-time, contracted, or temporary personnel or volunteers, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Checks library materials in and out.

Assists patrons in the selection of library materials and provides reference guidance. Refers patrons to available online resources and databases and assists patrons in their usage.

Assists patrons with the use of computers and the Internet; assists patrons with downloadable audio and eBooks and corresponding technology.

Processes overdue charges and fines; oversees notification of patrons when reserved material is available.

Notifies and/or reminds Library Director when supplies are needed.

Assists in the selection and cataloging of the general collection of books, audiobooks, videos, newspapers, periodicals, pamphlets and other items contained in the library; reviews and keeps abreast of major selection tools; relays in writing, patron requests for new materials to the Library Director; reviews books, periodicals and other materials which are outdated or not used and recommends removal and disposition.

Answers telephone calls and provides information or otherwise assists or refers patrons as appropriate.

Assists in maintaining library collections and facilities by: straightening books, chairs, shelves, papers and magazines; changing calendars; and emptying waste containers and book drops.

Processes inter-library loans and in-house reference work.

Maintains necessary operating records.

Communicates official plans, policies and procedures to staff and general public.

Performs or assists subordinates in performing duties; adjusts errors and complaints.

Performs a variety of miscellaneous duties such as running errands, picking up supplies needed for activities, making arrangements for use of library facilities, setting up tables and chairs for classes and programs, etc.

PERIPHERAL DUTIES

Types correspondence, memoranda and other material; files materials.

Files cards or inputs data into computer.

Conducts special programs for patrons, as required. Schedules and assists in carrying-out special programs, including assistance in scheduling, publicity, refreshments, reservations, setting up, etc.

Conducts tours of library facilities for various educational or civic groups and interested individuals.

Performs routine maintenance on books such as mending covers and loose pages, replacing date due slips as needed on all types of library materials, replacing broken audio or video cases.

In the absence of the Library Director, conducts the library board meetings and staff meetings. Accepts other responsibilities as may be assigned by the Library Director. Participates in other administrative duties with the Library Director.

Serves as a member of various city employee committees, as assigned.

Assists staff in the performance of their duties as required.

Other duties as may be assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED, supplemented by two years of post-secondary education or training in library science, education, technology or a related field, or
- (B) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Some knowledge of the principles and practices of modern library systems and programs; some knowledge of library circulation or processing techniques; working knowledge of library classification systems.
- (B) Working knowledge of basic office procedures; working knowledge of Microsoft Office, particularly Word.
- (C) Moderate level of proficiency in the use of computers and other technologies; working knowledge of internet usage, including e-mail and social media.
- (D) Skill in operation of listed tools and equipment.
- (E) Ability to accurately maintain library filing systems; ability to effectively communicate orally; ability to establish and maintain effective working relationships with patrons, employees, supervisors and the general public.
- (F) Public Library Certification Program to be completed. The certification program requires librarians to attend classes and workshops sponsored by the Nebraska Library Commission.

SPECIAL REQUIREMENTS

Valid state driver's license or ability to obtain one.

TOOLS AND EQUIPMENT USED

Library computer system; personal computer; calculator; typewriter; copy and fax machines; laminator; telephone; microfilm reader; automobile.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk and hear. The employee is occasionally required to use hands to finger, handle, feel or operate

objects, tools, or controls; and, reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision depth perception, and the ability to adjust focus/

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is generally quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tested may be required.

The duties listed above 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 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.

Approval: _____ Approval: _____
City Administrator Mayor

Effective Date:

Revision History: