

PUBLIC LIBRARY
ASSISTANT LIBRARY DIRECTOR
JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES: Performs library work assisting in varied phases of library operations; does related work as assigned by the Library Director.

SUPERVISION RECEIVED: Works under the supervision of the Library Director.

SUPERVISION EXERCISED: Exercises supervision over library and student library aides per Library Director.

EXAMPLES OF PRINCIPAL DUTIES:

1. Performs various technical library functions; performs various clerical functions and routine operations.
2. Charges and discharges books, collects fines, renews books, registers borrowers, and assists in keeping records of book circulation.
3. Assists the public in the use of the library by giving standard information in person or by phone, and by explaining the use of library facilities to new patrons.
4. Submits requests for reserves and for materials our online OCLC Interlibrary Loan Program, and performs miscellaneous clerical duties. Assists in the collecting and sending of overdues.
5. Processes all items for cataloging into the library Follett Destiny Program. Uses OCLC online program or Library of Congress as needed for obtaining records. Assists Library Director in cataloging as assigned.
6. Assists the Library Director in monitoring and maintenance of the library computer programs.
7. Ability to operate all software and online programs within the library after a period of training.
 - a. OCLC cataloging program and Follett Destiny Program.
 - b. Online programs received through grants or subscriptions.
 - c. Other technologies as directed.
8. Confers with the Library Director on library policies and procedures.
9. Does other work directly affecting the library as requested or assigned.
10. Works in other City departments, if needed, per Library Director.

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL, AND ABILITY: Working knowledge of standard library principles, methods and techniques; reference skills; knowledge of the Dewey Decimal Classification System; working knowledge and ability to use computers; ability to deal tactfully and courteously with library patrons; ability to perform routine clerical and record keeping tasks; a knowledge of and experience with money handling.

EXPERIENCE AND TRAINING: High school diploma or equivalent with routine clerical experience; or any equivalent combination of experience and training. Computer knowledge and experience required.

PERFERRED QUALIFICATIONS: College degree or endorsement in library science, previous library experience, or supplemental college training. Certification as required by the Nebraska Library Commission (if not certified, must earn certification).

WAGE SCALE: Hourly based upon experience and per City of Wage Ordinance.