MARSHFIELD PUBLIC LIBRARY

JOB DESCRIPTION ESTABLISHED: November 21, 1989

TITLE: Librarian II – Reviewed/Revised: 2/19/08, 3/15/16

 Assistant Director

SECTION: Administration

Summary:

The Assistant Director is responsible for the administrative management of the Marshfield Public Library as well as the building, personnel, and patrons in the absence of and as instructed by the Library Director. This position is assigned to a senior Librarian holding a Master’s Degree in Library and Information Science and a Librarian I Certificate from the state of Wisconsin. Additional compensation is provided to the Librarian II as the extra tasks of this position are assigned along with their regular duties.

DUTIES/EXAMPLES OF WORK

LIBRARY ADMINISTRATION AS NEEDED (100%)

1. Has latitude and authority to exercise professional discretion and makes decisions in the Director’s absence.
2. Attends meetings when there is a conflict in the Director’s schedule.
3. Provides editorial services.
4. Supervises all library employees as needed, administers personnel regulations, delegates responsibility to staff members.
5. Acts as liaison for vendors and outside services personnel.
6. Expends limited funds when needs or emergencies arise.
7. Performs other related and assigned duties as required.

KNOWLEDGE AND ABILITIES

1. Knowledge of professional library and information science theory and some modern

 library administrative methods.

2. Demonstrated ability to direct the work of others.

3. Good written and verbal communication skills; initiative; dependability; tact and

 courtesy; sound professional judgment.

4. Knowledge of and ability to use personal computers and familiarity with

 wordprocessing, database, and spread sheet programs, local area networks, and current

 library databases.

6. Ability to learn and utilize proper operating techniques for library equipment.

# PHYSICAL DEMANDS OF POSITION

1. Sitting, standing, walking, climbing and stooping

2. Bending/twisting and reaching.

3. Talking and hearing; use of telephone.

4. Far vision at 20 feet or farther, and near vision at 20 inches or less.

5. Lifting, carrying: 50 pounds or less.

6. Handling: processing, picking up and shelving books.

7. Fingering: typing, writing, filing, sorting, shelving and processing.

8. Pushing, pulling: objects weighing 60 – 80 pounds on wheels.

9. Mobility: travel to meetings outside library.

# MENTAL REQUIREMENTS

1. Analytical Skills: Identify problems and opportunities; review possible alternative

 courses of action before selecting one; utilize information, resources available when

 making decisions.

2. Problem-Solving Skills: Develop feasible, realistic solutions to problems; recommend

 actions designed to prevent problems from occurring; refer problems to Director

 when necessary.

3. Communication Skills: Effectively communicates ideas and information both in

 written and oral form.

4. Reading Ability: Effectively read and understand information contained in

 memorandums, reports and bulletins, etc.

5. Creative Decision-Making: Effectively evaluate or make independent decisions based

 upon experience, knowledge or training, without supervision.

6. Ability to Comprehend and Follow Instructions: To follow instructions from

 Director, verbally and in written form.

7. Mathematical Ability: Calculate basic arithmetic problems, (addition, subtraction,

 multiplication and division) without the aid of a calculator.

8. Time Management: Set priorities in order to meet assignment deadlines.

9. Organization Skills: Establish systematic methods of accomplishing goals.

# ENVIRONMENTAL/WORKING CONDITIONS

1. Inside work environment.

2. Flexible work hours; frequent evening and weekend hours.

3. May require on-call hours.

# EQUIPMENT USED

Computer workstation, calculator, copy machine, cash register, telephone, fax machine, microfilm/fiche reader/printers, book truck, audiovisual equipment, typewriter, receipt printer, collection security system, vacuum cleaner, standard hand tools, shovel, broom, basic cleaning equipment.

# EDUCATION AND EXPERIENCE

1. A Master’s Degree in Library and Information Science from a school accredited by the American Library Association.
2. Experience in preparing and presenting library budgets.
3. Working experience with computer technologies and their application in public libraries.
4. Work experience in a variety of professional library activities, including such areas as library automation, reference, circulation, technical services and collection development.
5. Three to five years progressively responsible public library experience with at least three of them in a supervisory administrative function.
6. Experience in writing administrative policies and preparing library policies for board approval.
7. A keen interest in professional development for self and staff, including active participation in professional organizations and training workshops.
8. Experience in writing successful grant proposals desirable.
9. A Grade I Public Library Certificate from the State of Wisconsin Department of Libraries, Technology and Community Learningor qualifies for immediate Wisconsin certification.