VILLAGE OF NEW GLARUS - NEW GLARUS PUBLIC LIBRARY POSITION DESCRIPTION

**TITLE OF POSITION: Assistant Director WORK UNIT: Library SUPERVISOR: Library Director**

**TYPICAL RESPONSIBILITIES OF THE POSITION**

Under administrative supervision, directs the Library’s circulation and interlibrary loan services. Performs a high level of paraprofessional work serving library patrons both directly and indirectly. May have supervisory and decision-making responsibilities. Must be able to work collegially in a rapidly changing environment.

**DUTIES/EXAMPLES OF WORK**

1. Plans, organizes and conducts library services in the areas of circulation, interlibrary loan and serials management. Assists with technical services duties as assigned by the Library Director.

2. Assists in training, directing and evaluating the work of persons in support staff positions.

3. Carries out library policies and procedures.

4. Plans special interest displays, programs and projects; prepares routine publicity.

5. Assists patrons with ready-reference questions, readers’ advisory, bibliographic instruction

and database searching.

6. Assists with cataloging of all types and levels of materials.

7. Assists in planning for and implementing new technologies.

8. Provides information and recommendations for materials selection.

9. Maintains local history collection and local materials files.

10. Assists in updating of library procedures; collects and organizes statistics.

11. Conducts library orientation tours and performs library outreach activities.

12. Serves as staff liaison to the New Glarus Home and oversees homebound delivery service.

13. Confers with community groups in an advisory capacity.

14. Serves on library system committees as assigned by the Library Director.

15. Performs light housekeeping as necessary.

16. Performs other related tasks.

**KNOWLEDGE AND ABILITIES**

1. Ability to direct and supervise the work of others.

2. Ability to effectively present information and respond to questions from patrons.

3. Ability to follow detailed instructions.

4. Ability to gather statistics, analyze information and create reports.

5. Ability to effectively use the library’s shared online catalog (LINKcat).

6. Ability to understand library policies and apply them to operations.

7. Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.

8. Ability to effectively use a variety of computer software applications and manage computer technology.

9. Considerable knowledge of library operations, philosophy of library services and materials.

10. Good interpersonal skills and ability to maintain and foster cooperative and courteous working

relationships with the public, peers and supervisors.

11. Willingness to maintain skills in above-mentioned areas through active participation is continuing education activities.

12. Working knowledge of English language.

**PHYSICAL DEMANDS OF THE POSITION**

1. Ability to work in confined spaces.

2. Bending, twisting and reaching.

3. Far vision at 20 feet or further; near vision at 20 inches or less (with or without correction).

4. Fingering: keyboarding, writing, filing, sorting, shelving and processing.

5. Handling: processing, picking up and shelving library materials.

6. Lifting and carrying weights up to 50 pounds.

7. Mobility; ability to travel to meetings, etc. outside of the library.

8. Ability to push and pull objects weighing 60-80 pounds on wheels.

9. Sitting, standing, walking, climbing, and stooping.

10. Talking and hearing; ability to use the telephone.

**MENTAL REQUIREMENTS**

1. Ability to apply technical knowledge.

2. Ability to comprehend and effectively follow instructions from supervisor.

3. Ability to deal with abstract and concrete variables.

4. Ability to interpret technical regulations and instructions.

5. Analytical skills: ability to identify problems and opportunities, review possible alternative courses of action before selecting one, and utilize available information resources when making decisions.

6. Ability to communicate ideas and information in both oral and written form.

7. Creative decision-making skills: ability to make independent decisions based upon experience, knowledge or training.

8. Mathematical ability sufficient to calculate basic arithmetic problems (addition, subtraction, multiplication, division) without the aid of a calculator.

9. Planning and organizational skills necessary to assist in development of long-range plans to solve problems or take advantage of opportunities, and to establish systematic methods for accomplishing goals.

10. Problem-solving skills necessary to develop feasible, realistic solutions to problems and recommend actions designed to prevent problems for occurring.

11. Reading ability sufficient to effectively read and understand information contained in memoranda, reports, bulletins, manuals, etc.

12. Time management skills sufficient to set priorities in order to meet assignment deadlines.

**ENVIRONMENTAL/WORKING CONDITIONS**

1. Flexible work hours with frequent evening and weekend hours.

2. Office work environment.

**EQUIPMENT USED**

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| --- | --- | --- | --- |
| 1. | Audiovisual equipment | 8. | Telephone |
| 2. | Computer / Internet workstation | 9. | Printers (including receipt printer) |
| 3. | Laminator | 10. | Digital Camera |
| 4. | Fax machine | 11. | Computer scanner |

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| --- | --- | --- | --- |
| 5. | Copy machine | 12. | CD / DVD repair machine |
| 6. | Calculator | 13. | Microfilm Viewer / Printer / Scanner |
| 7. | Book truck | 14. | Vacuum cleaner |

**EDUCATION AND EXPERIENCE**

1. Bachelor’s degree

**SPECIAL QUALIFICATIONS DESIRED**

1. Prior experience working in a public library.

2. Library course work in pertinent areas.

3. Valid Wisconsin vehicle operator’s license.

**DEGREE OF INDEPENDENT JUDGMENT EXERCISED**

1. For complex tasks supervisor provides oral or written instructions on what to do, how or when to do it. Otherwise, position requires a high degree of independent judgment.

**OTHER POSITIONS AND EMPLOYEES SUPERVISED**

1. Library Assistants and Pages in absence of Library Director

**ADDITIONAL INFORMATION**

Although specific tasks are detailed in this position description, an employee hired to fill this position may be asked to perform other duties, not specifically detailed, that may be assigned to the employee from time to time by the Library Director and / or the Library Board.

***Adopted:*** *July 2002*

***Amended:*** *April 2004*

***Amended:*** *July 2005*

***Amended:*** *April 2007*

***Amended & Approved by Library Board:*** *November 8, 2011*