



Position Description

| | |
|---------------------------------|--|
| Job Title | Assistant Library Director/ IT Coordinator |
| Department | Library |
| Employment Status | Full time |
| Exempt/Non Exempt Status | Exempt |

Scope of Work

The Assistant Library Director is responsible for the circulation functions of the library and participating in providing reference. In addition, the Assistant Library Director supervises numerous staff within the library and has added management duties. As the Information Technology Coordinator, this individual has responsibility for updating and maintaining computers, library equipment and the library website. The Assistant Director acts as volunteer coordinator for volunteers who assist in the adult department.

Supervision

| | |
|------------------|---|
| Received | Library Director |
| Exercised | Assigns and checks work of Circulation staff, Technical Services staff, Interlibrary Loan Librarian, Volunteers and Pages |

Teamwork

- Relationships/interactions with teammates
- Problem solving. Thinks creatively and provides ideas on how to better perform tasks and responsibilities
- Speaks respectfully and courteously to patrons and teammates
- Job knowledge – asks supervisor when there is a question or concern about library policy or job tasks
- Demonstrates a willingness to learn from teammates and take direction

Customer Service

- Is fully present. Gives customer their full attention
- Demonstrates a commitment to offer the best customer service
- Is tactful, courteous, honest and diplomatic to patrons on the phone and in person
- Promotes a positive public image to patrons and teammates

Essential Job Functions The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here,

as the needs of the employer and/or the requirements of the position change.

- Supervise, schedule and train staff, including: circulation, technical services, audio/visual, interlibrary loan, and pages. Examples of tasks include: participating in hiring, training, scheduling, evaluating, coaching, assigning work, monitoring progress, mediating problems, and providing and updating training materials.
- Supervise and maintain OWLSnet database resulting in accurate patron records in system wide shared database. Examples of tasks include: supervising entering of new records, researching and cleaning up flawed records, purging old records.
- Recommend and facilitate circulation procedures and policies. Examples include: policies and procedures regarding patron registration, overdue materials and lost or damaged materials; overseeing the sending of overdue notices; supervising circulation desk operation and assisting as needed; supervising related staff; maintaining patron registration database and supervising entering of patron data into automated circulation system.
- Provide technology support. Examples of tasks include: maintaining and troubleshooting all computers, printers, and the local area network. Assisting patrons with computer questions; providing computer and technology training for library staff; purchasing new printer and computer hardware (with input from the staff); managing software updates, subscriptions and purchases; and monitoring equipment/software to be certain it is working properly.
- Communicate with affiliated groups to assure flow of information. Examples of tasks include: attending staff meetings, Friends of the Waupaca Library, coordinating system meetings at the library, conducting tours, participating in library system meetings, participate in monthly library board meetings; record and distribute library staff meeting notes.
- Oversee interlibrary loan requests. Examples include: placing holds for interlibrary loan items, filling out interlibrary loan forms and getting them to the proper agency, and clarifying with library patrons their requests for interlibrary loan materials.
- Develop and maintain the music collection. Examples include: reviewing journals and magazines; previewing selections; making purchase decisions within budget amounts; balancing collection; keeping up to date on trends and patron interests; ordering materials and classifying upon receipt.
- Maintain and develop library website with input from staff.
- Supervise services to the Homebound and Nursing Homes and work with volunteer workers to implement this service. Provide outreach services to area organizations.
- Instruct patrons in the use of online catalog; magazine indexes; computers and computer resources and programs; copier and microfilm readers. Promote patron use of these resources. Examples of tasks include: scheduling time to meet with patrons, assisting with questions, maintaining up-to-date knowledge of systems, providing hands-on instruction and guidance.
- Provide reference and reader advisory services as scheduled on a weekly basis: Examples of tasks include: using print and electronic resources to answer questions; initiating interlibrary loan requests; assisting patrons in their use of the InfoSoup catalog, the Internet and online databases; assisting with

computer applications as well as assisting patrons in their use of printed library materials for information.

- Assist with projects and other assignments that facilitate efficient library operations and provide patron services. Examples of tasks include: assisting at circulation desk when needed, assisting in choosing new books, developing procedures, overseeing delivery of borrowed and loaned library materials.
- Perform additional administrative functions in support of library operations: Examples include: writing articles for newsletter/newspaper or other media, participating in budget and long range planning, taking corrective action when patrons abuse or misuse library resources, seeking grants, planning for facility changes.
- Recruit, train and coordinate volunteers and community service workers who assist in the adult department. Examples include initial interviews, background checks, coordinating and tracking volunteer input, assigning duties and assist with volunteer recognition.
- The Assistant Director will also act as the Director in his/her absence.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

- Graduation from an ALA accredited institution with a Master’s Degree in Library and Information Science and at least 3-5 years of public library experience, including a minimum of 1 year of experience in supervising staff and managing library services; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

| | |
|---------------------|---|
| Knowledge of | <ul style="list-style-type: none"> • Library services and procedures, including the circulation and security systems • Business English (grammar, spelling, punctuation and tone) • The use of standard office equipment including computers and relevant software |
| Ability to | <ul style="list-style-type: none"> • Communicate effectively, both orally and in writing • Work independently with minimal supervision • Understand and follow directions • Establish and maintain effective working relationships with supervisors, coworkers and the general public • Work well with the public and foster interest in reading |
| Skill in | <ul style="list-style-type: none"> • Public relations • Organization and time management |

Necessary Special Requirements

None

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.

- Work is performed indoors; hand-eye coordination is necessary to operate computers and various types of tools and equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently required to climb or balance; bend, stoop, kneel, crouch, or crawl.
- The employee may be exposed to unpleasant conditions such as dim or bright lighting, dust, odors, toxic agents, electrical currents and vibrations.
- The employee must frequently lift and/or move up to 50 pounds, and occasionally in excess of 50 pounds.