



POSITION DESCRIPTION

9 June 2015

**Assistant Library Manager
Duchesne Branch or Roosevelt Branch**

**FLSA Status: Non Exempt
Classification: Occupational
Salary Grade/Band:**

**Reports to: Duchesne County Librarian
Revised: _____
Human Resources Initials: _____**

POSITION PROFILE

Under the supervision of the County Library Director, provides a wide variety of basic public, technical, and clerical services including information and reference services, reader's advisory, presenting programs, copy cataloging, circulation services, and administrative support. Provides recommendations to Library Director regarding activities of the Library branch, programs, systems/technology, and repository of books, audio, and visual resources. Evaluates the effectiveness of implemented programs and conducts community needs assessments. Performs reference and reader's advisory services; assists customers in their use of the library catalog and computers. Assumes responsibilities of County Library Director in his/her absence.

GOALS

- To ensure every library experience is a positive one for each patron.
- To maintain an up-to-date library collection.
- To ensure work performance, effective time management practices, and attention to detail.
- To articulate and convey information accurately and appropriately to staff and public.

ESSENTIAL FUNCTIONS

- Fundamental knowledge of library circulation processes.
- Trains staff and supervises their work. Schedules training and seminars for library aides under direction of County Librarian.
- Schedules day-to-day workflow and time off.
- Maintains and reports statistical information concerning cataloging activities. Acts as liaison to IT and Digital Asset Management committee.
- Participates in developing, interpreting, and implementing policies and programs related to the growth and acquisition of library collections and access to information in all formats.
- Promotes process and service improvements.
- Participates in various personnel actions such as recruitment, selection, appointments, transfers and discipline in order to maintain an effective and efficient work force; participates in employment application screening selection and pre-employment selection process.
- Collaborates and coordinates with Uintah County for Basin wide library services.
- Attends professional group meetings and related activities; attends workshops, conferences, and classes to increase professional knowledge; serves on committees as assigned

- Makes recommendations related to improving processes, policies, and procedures.
- Participates in staff meetings.
- Prepares computers, date stamps, and logs newspapers and other reading materials each morning.
- Provides a full range of circulation services, including patron registration.
- Organizes and oversees Summer Reading Program and other special events.
- Organizes and prepares crafts and books for story hour each week.
- Catalogues all books. Retrieves books out of the outside drop each morning.
- Helps conduct periodic inventories of book collection, materials, software and equipment as assigned; participates in ordering and maintaining supplies and equipment; stores and discards materials according to standard procedures.
- Evaluates and maintains orderliness of shelved materials; shelve books, periodicals, and newspapers; pulls and routes materials in need of mending, binding, repairing, or discarding. Orders new books/materials as necessary.
- Prepares refreshments and sets up room for board meetings, book reviews and any activity held at either branch.
- Takes an active role in decorating walls, bulletin boards and display shelves to enhance the library experience for patrons. Creates promotional materials.
- Assists patrons to locate and checks in/out books and materials.
- Balances fines received with computer reports each day.
- Assists County librarian in budget process and purchasing.
- Receives payments from patrons for fines, lost books, faxes, copies, discarded books.
- Operates all computers, printers, and software applicable to the library/media center. Includes use of CD ROM, Internet, and electronic catalog circulation program, and word processing, desktop publishing and spreadsheet applications.
- Assists patrons in using on-line or CD-ROM reference databases. Instructs patrons in the use and operation of networked computers, software, and related resources.
- Operates audiovisual equipment such as the laminating machine, printer, and copy machine;
- Maintains overall clean library environment.
- Performs other tasks to meet business needs.

EDUCATION AND EXPERIENCE

- Associates degree preferred but not required, and one (1) year of public service experience, or previous library experience including specialized training in library acquisitions and cataloging; or an equivalent combination of education and experience; and
- Bilingual Spanish preferred but not required.

LICENSES AND CERTIFICATIONS

- Must possess a valid and current Utah Driver's License.

OTHER REQUIREMENTS

Must be able to successfully pass a criminal background investigation and drug test.

SKILLS/ABILITIES

- Knowledge of and interest in books and audiovisual materials. Working knowledge of major bibliographic tools and reference materials.
- Proficient keyboarding and computer skills
- Able to operate computer and perform research functions using internet or databases, including specialized library software.
- Strong commitment to public service.
- Ability to maintain reliable attendance and regular schedule.
- Flexibility to adapt to changing situations and to varied work schedules.
- Must be attentive to detail.
- Exemplify professional and timely work processes.
- Able to establish and maintain effective working relationships with employees, County officials, and public.
- Able to maintain confidentiality.
- Ability to interpret and carry out instructions and assignments as warranted.
- Ability to impart information to others when necessary.

PERFORMANCE MEASUREMENTS

- Responsible to meet all expectations of the essential functions and perform the required skills and abilities.

LANGUAGE SKILLS

- Must be able to write clearly, concisely and communicate effectively in English.
- Must be able to respond to inquiries from public and other departments to fulfill requests for information.
- Ability to effectively present information and respond effectively to questions in one-on-one, small group situations.
- Ability to read and interpret documents such as policies and procedures, safety rules, governmental regulations and professional journals.
- Ability to write routine reports and correspondence.

REASONING ABILITY

- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to interpret an extensive variety of instructions in varying forms and deal with several abstract and concrete variables.
- Ability to convey understandable instructions and/or problem resolutions.
- Ability to apply common sense to carry out instructions furnished in written, oral, or diagram form.

PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee is regularly required to stand; sit; walk; talk or hear; 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, run, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds or more with assistance.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision,

depth perception, and the ability to adjust focus.

HAZARDS

- There are no significant harmful hazards that are present for this position.
- Work in office setting under florescent lighting which may cause minimal eye strain, but can be accommodated to individual needs.
- The noise level is usually moderate.

ADA STATEMENT

- Ability to perform the essential functions of this position with or without reasonable accommodation.

DISCLAIMER: The above statements describe the general nature, level, and type of work performed by the incumbent) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.