

Assistant Library Director (Technical services librarian)

Reports To: Director

Work Schedule: Part-time: 21 hours per week including one evening a week and every other Saturday.

Wages: \$15.84 @ hour (grade 6); 8 hours of sick pay per year; 11 paid holidays; 1 week of vacation after 1 year.

General Job Description

Under the supervision of the Library Director, independently performs the cataloging and processing of library materials as well as maintaining the organization of library materials. Works closely with the Library Director to provide high quality public library service.

Primary Duties

- Supervises the library and staff in the Director's absence. Directly supervises the Library Assistants.
- Assists the Library Director in the administration of the Library.
- Learn basic and intermediate functions of library circulation system
- Performs bibliographic copy cataloging, editing, and loading of MARC records from OCLC (or other cataloging vendor).
- Assists with processing and withdrawal of a variety of library materials.
- Performs catalog maintenance such as merging of local holdings in the database and deleting library holdings and records.
- Order supplies for processing and repairing library materials.
- Performs weekly shelf action list reports
- Prepares overdue notices and tracks items that are long overdue
- Assist patrons in finding and using library materials.
- Attend occasional meetings, workshops, or continuing education opportunities.
- Assists library staff with running Summer Reading Program.
- Assists patrons in using library and internet-based technology including, but not limited to ebook readers, tablets, laptops, web apps, social networking, and office productivity software.
- Assists library director with promotion of library through social media
- Works with local schools and students in creating and maintaining a volunteer schedule.
- Perform other duties as designated.

Qualifications

- Must satisfy the requirements for a bachelor's degree.
- 18 months of previous library experience or other comparable work experience
- Must possess current driver's license and provide personal mode of transportation.

Knowledge, Skills and Abilities

- Knowledge of the principles and practices of public library functions and administration.
- Proficient ability in oral and written communication.
- Thorough ability to administer the activities of a public library, including maintaining a realistic workflow, and to supervise the work of others.
- Familiarity with the circulation and cataloging modules of SirsiDynix Symphony Workflows.
- Ability to understand, interpret and empathize with the needs of those with special needs or restricted mobility.
- Willingness to travel as needed to carry out position responsibilities.
- Ability to establish and maintain effective working relationships with superiors, subordinates, officials of other agencies and the general public.
- General knowledge of office productivity software.