

<b>BLUE HILL PUBLIC LIBRARY</b> <b>Job Description</b>	
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<b>Position Title:</b>	<b>Assistant Director</b>
<b>Reports To:</b>	<b>Library Director</b>
<b>Supervises:</b>	<b>Circulation staff, casual labor and shelvers</b>
<b>Oversees:</b>	<b>Smooth operation of reference, circulation and adult programming</b>
<b>FLSA Status, classification:</b>	<b>Exempt</b>
<b>Last Revised/Approved:</b>	<b>April, 2021</b>

**POSITION SUMMARY:**

Work closely with the Library Director to implement all library services, and serve as backup to the Director in his or her absence. Provide reference services using resources in various formats: manuscript, print, digital. Oversee circulation and shelving functions and supervise assigned staff. Plan and implement programs for the public.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Supervise circulation staff, casual labor and shelvers, including scheduling staff within budgeted hours, conducting annual evaluations, motivating and developing staff, and disciplining staff as necessary in accordance with library policy.
2. Respond to Inter-library loan and reference requests promptly and accurately.
3. Conceive, design, implement and host various cultural programs and events for adult patrons, including after library hours.
4. Answer reference questions using the library's reference and circulating collections, electronic resources and materials in other formats. Perform reference interviews using standard library reference interview practices.
5. Maintain a record of reference questions and inter-library loan requests and their fill rates.
6. Collection development: assist in the selection of reference, circulating and other library materials as assigned.
7. Oversee the smooth operation of circulation desk functions, including:
  - a. Scheduling workers for the circulation desk as needed.
  - b. Implementation of overdue and material replacement policies.
  - c. Performing regular shelf reading of the library's collections.
  - d. Contributing to the inviting appearance of the library by:
    - i. Maintaining order on the shelves.
    - ii. Creating displays featuring various segments of the collection.
8. Create informative displays that highlight the library's collections.
9. Assist patrons with all aspects of library use.
10. Use general office equipment, including a calculator, telephone, photocopiers, and computer (MS Office applications, library systems, etc.).

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**NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Assist with the management of the library's museum, archival and special collections.
2. Perform additional duties as needed or assigned including any task necessary to help ensure the safety of patrons and smooth operation of the library.

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**REQUIRED COMPETENCIES:**

1. Knowing basic library skills and procedures.
2. Interacting with and assisting patrons with the use of the library facility and services in a friendly, courteous manner.
3. Ability to maintain strict patron confidentiality; knowledge of ethics as applicable to library service; familiarity with ALA Code of Ethics, Library Bill of Rights, and Freedom to Read Statements.
4. Ability to use an integrated library system accurately and efficiently while serving patrons.
5. Keyboarding skills, familiarity with common office software.
6. Ability to learn new computer applications.
7. Exercising tact, initiative, independent judgment and confidentiality consistent with library policy.
8. Establishing and maintaining effective working relationships with staff and a positive support/service attitude with the public.
9. Communicating effectively in person, in writing and on the telephone.
10. Ability to switch easily from one task to another.
11. Ability to maintain the work schedule.

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**PHYSICAL REQUIREMENTS:**

The physical requirements described here are representative of those that must be met by the Incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk and hear, read, write, and use hands and fingers to operate a standard computer keyboard. The employee is frequently required to stand and walk. The employee must have the physical strength and dexterity to handle items and boxes up to 25 pounds in weight, to transport loaded book carts, and to reach items on high and low shelves. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.

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**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office conditions most of the time, with some work outside the Library.

In addition to regular daytime hours, this position will require various evening and weekend hours plus some irregular shifts. Summers in particular are a time of increased activity for the library overall and for the Assistant Director. Salaried, exempt employees are responsible for working as many hours as necessary to get their jobs done. They often adjust their hours and work schedules in order to accommodate night meetings, travel necessary for the job, and otherwise long work days.

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## **QUALIFICATIONS NEEDED FOR POSITION:**

### **Experience and Skill Requirements:**

- Required: Demonstrated ability to apply professional library practices with an emphasis on reference and Inter-library loan procedures.
- Required: Demonstrated familiarity with basic reference resources and a general knowledge of human civilization and literature to facilitate reference and Inter-library loan work and selection duties.
- Required: Prior supervisory experience.
- Preferred: Prior library employment experience.
- Preferred: Knowledge of local resources available at other local institutions.

### **Education Requirements:**

- Required: A bachelor's degree in a related field, or the equivalent in education and related work experience.
- Preferred: MLS or equivalent.
- Required: An interest in continuing education from classes, workshops, conferences and other opportunities to develop job-related competencies.

\*\* All requirements and skills are considered to be essential, unless otherwise indicated. \*\*

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

**The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**