

# **ROSEMARY GARFOOT PUBLIC LIBRARY – VILLAGE OF CROSS PLAINS**

## **Position Description**

<b>Department:</b> Library
<b>Job Title:</b> <i>Assistant Director</i>
<b>Reports to:</b> Library Director

<b>Status:</b> At Will	<b>Position Type:</b> Full-time	<b>Hours:</b> 40/week	<b>FLSA:</b> Nonexempt
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## **GENERAL DESCRIPTION**

This position assists the Director in planning, organizing, directing and coordinating the activities of the public library. In the Director's absence, the Assistant Director supervises the staff and directs the library's activities.

## **ESSENTIAL FUNCTIONS**

The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of duties and tasks the employee will likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than those listed below, as the needs of the Library Board and/or the requirements of the position change.

- Assists in the planning, organization and administration of programs and procedures governing library services.
- Knowledge of library policies and procedures.
- Provides reference services to patrons, creatively utilizing resources in the library, library system and the community.
- Attends continuing education webinars and workshops.
- Assists and trains patrons in the use of the Internet, on-line public catalog and databases.
- Assists with staff training, with emphasis on circulation duties.
- Prepares monthly staff schedules and accommodates schedule changes.
- Plans and executes adult programming.
- Creates projects for drop-in activities for youths.
- Prepares reports related to adult programming.
- Proctors exams for adult students seeking post-secondary education.
- Acts as liaison to the Friends of the Library Board.
- Aids in general library duties including working the circulation desk and providing customer service.
- Performs all other duties, as assigned.

## **EDUCATION AND TRAINING**

The requirements listed below are representative of the knowledge, skills and abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Discuss (as far as is doable given budgetary constraints, time and availability) the training and development support to be provided to employees to help them meet the agreed-upon objectives.
- Knowledge of the use of standard office equipment, including computers and computer software.

- Experience with Integrated Library Systems (ILS).
- Skill in oral and written communications.
- Skill in using social media.
- Skill in public relations.
- Skill in research and use of library resources.
- Ability to work effectively with library staff, patrons and program presenters.
- Ability to supervise staff and library activities in the Director's absence.

**EDUCATION AND TRAINING**

Bachelor's Degree from an accredited college or university. Three years of recent experience in a library setting or related field. Supervisory experience.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment characteristics described below are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is mostly performed in an office setting; hand-eye coordination is necessary to operate computers and other office equipment.
- While performing the duties of this job, the employee is required to frequently stand and talk to hear; use hands and fingers to handle, feel or operate objects, equipment, tools or controls, and reach with hands and arms.
- The employee is occasionally required to walk, sit, climb, balance, stoop, kneel, crouch or crawl and smell.
- The employee must frequently lift or move up to 20 pounds, and occasionally lift and/or move up to 50 pounds.
- Hazards are considered minor and controllable but may include exposure to human error.

The Job Description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The Rosemary Garfoot Public Library Board retains and reserves any and all rights to change, modify, amend, add to or delete from any section of this position description. The Village of Cross Plains – Rosemary Garfoot Public Library is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the Library will provide reasonable accommodations to qualified individual with disabilities.

I, \_\_\_\_\_, acknowledge that I have received a copy of the Job Description for the position of Assistant Library Director with the Village of Cross Plains-Rosemary Garfoot Public Library and have read and understand its contents.

Dated this day \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Library Board President

