

Town of Burlington Job Description

Date: June 1, 2018

Position: Assistant Library Director

Department: Burlington Public Library

FLSA: Exempt

Reports To: Library Director

Supervises: Supervises assigned employees.

SUMMARY OF RESPONSIBILITY:

The Assistant Library Director assists the Director in ensuring that all library operations meet the needs of the Town. This includes scheduling, planning, purchasing of adult materials and books, cataloging, circulation, and supervision of library employees. This position assists the Director in developing library staff to ensure the highest level of service is provided to all.

Essential Functions:

- Assists in planning, implementing and evaluating library services; responsible for collection, development and maintenance of library materials.
- Schedules and supervises the library staff and substitutes for the Director in his/her absence.
- Performs marketing duties including, but not limited to preparing press releases, flyers and newsletter content; develop, produce and promote public information materials.
- Provides expertise in the development, implementation, maintenance and use of technology by library staff and the public.
- Manages the library automation system Sierra (Innovative Interfaces, Inc.) and coordinates with the consortium, Library Connection, with regards to this system.
- Coordinate and collaborate with the library's Information Technology (IT) consultant to ensure that the library's network is maintained.
- Manages web-based services and electronic resources; maintain the library's website and social media.
- Provide guidance to library staff on issues relating to the use of library technology.
- Seeks out and masters new technology.
- Provides excellent customer service to library patrons.
- Gives daily direction to Professional Librarians, Library Assistants, Junior Library Assistants and volunteers.
- May assist the Director in the development of library policy and procedures.
- Promotes library services and programs within the library and the community.
- Ensures safe conditions for staff, public, and building operation. Takes appropriate action in building emergencies.
- Available to work evenings and Saturdays as scheduled.

Other Functions:

- Plans and implements special projects as needed or determined by the Director.
- Assists Director in working with outside vendors to meet the needs of the Library.
- Attends professional meetings, maintains active membership in professional library associations; participates in activities of professional organizations;
- Performs related duties as required.

The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position.

QUALIFICATIONS AND COMPETENCIES:

- Masters' Degree in library science from a school accredited by the American Library Association is required.
- Three to five years of increasingly responsible leadership experience in the public library profession with a municipality required.
- One to three years of supervisory experience is preferred.
- Knowledge of the principles, practices and techniques of modern library operation and administration is required.
- Thorough knowledge of and background in various types of informational materials in various formats is required.
- Solid working knowledge of all MS Office suite software is required; solid working knowledge with WordPress is required.
- Knowledge of various technologies including social media is required.
- Ability to provide welcoming and effective customer service.
- Ability to establish and maintain effective working relationships with individuals and groups, both professional and non-professional, co-workers, management personnel, patrons, the public and others.
- Ability to work in a fast-paced environment and juggle multiple priorities.
- Ability to think quickly, assess a situation and make a sound decision.
- Ability to be available for work outside normal working hours.
- Ability to create clear and concise reports, and to deliver them orally.
- Ability to deal effectively with elected officials, and other public constituencies.

Mental and physical requirements:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to perform continuous bending, twisting, stooping, reaching and lifting of moderate to heavy weight material up to 25 lbs. and have the ability to push book trucks with up to 150 lbs. of materials.
- Must be able to walk, sit and stand for extended periods during the shift.
- Vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
- Ability to keep his/her composure with the public and co-workers in everyday, stressful situations.