



Helper City



HELPER CITY ASSISTANT LIBRARY DIRECTOR JOB DESCRIPTION

Document/Revision Number: HR006 01	Description: Job description for Helper City Assistant Library Director
Prepared By: Helper City Mayor	Approved By: Helper City Attorney
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POSITION OVERVIEW

Serves under the direct supervision of the Library Director, Helper Library Board and Helper City Council Member as assigned by the Mayor. Serves and provides information to the community and visitors alike regarding the City, its assets and programs available. Supervises assistants and volunteers working in the library. Oversees daily activities and programs for the public. Conducts all engagements in a professional, respectful manner and performs duties as efficiently and effectively as possible.

SUPERVISION RECEIVED AND EXERCISED

The Assistant Library Director receives job responsibilities as appointed by the Library Board and City Council Member.

ESSENTIAL AND IMPORTANT DUTIES

Duties may include, but are not limited to, the following:

1. Works closely with the Director to evaluate the effectiveness of library services in relation to the needs of the community.
2. Maintains harmonious public relations with patrons, organizations and other libraries.
3. Works closely with the Director to plan, implement programs in the Library’s Strategic Plan for adults, teens, children and toddlers.
4. Assist Director in seeking partnerships with local schools so students are aware of library services and can participate in joint endeavors.
5. Provides support to the Friends of the Library group.
6. Maintains state-of-the-art knowledge of technology, computer use, computer programs and applications to assist patrons.
7. Puts monthly notices in newspapers, utility bills, web page and radio of library events.
8. Manages the daily operations of the library.
9. Maintains working knowledge of all library procedures, policies and strategic plan.
10. Performs routine circulation desk functions.
11. Catalogs incoming materials according to policy.



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12. Supervises statistical data accounting.
13. Supervises maintenance of the library.
14. Supervises staff including evaluations, assignments, training and recommendations for hiring and termination.
15. Schedules staff and library hours.
16. Assures staff and volunteers follow library procedures, policies and strategic plan.
17. Works with the City Recorder and State Library to annually budget and spend city and state funds.
18. Accounts for the spending of capital purchases.
19. Maintains collection development according to the Collections Development Policy.
20. Follows all policies and procedures as stated in the Helper City Library Policy Manual.
21. Attends workshops and training as required by the state.
22. Ensures membership in professional organizations such as the ALA.

MINIMUM QUALIFICATIONS

1. Working knowledge of standard office practices including operation of a computer and related software.
2. Working ability to communicate professionally and effectively with the public, even under stressful and tense circumstances.
3. Knowledge of City rules, operations, procedures, policies and City programs.
4. High school degree; college degree preferred.
5. Ability to learn library programs, demonstrated organizational skills, and/or ability to successfully function in a stressful, fast-pace, demanding environment.
6. Dress code requires clean, neat attire without torn clothing. Library shirts may be provided and worn when/if available and closed toed shoes.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of the job, the employee is frequently required to sit, talk and hear. The employee is required to stand; walk, use of hands, operate objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, crawl, run and utilizes senses of sight, hearing, taste and smell. May be asked to stand for periods of time up to an hour. May be exposed to cleaning agents, copy machine toner and adhesives.



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May be required to lift weight of 25 pounds. Must maintain the necessary mental and emotional capacities required for the successful performance of the duties and responsibilities of the position.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job.

Noise level will vary based on locations such as quiet in an office or moderately loud to loud when in the field.

REASONABLE ACCOMODATIONS

Reasonable accommodations may be made in accordance with the Americans with Disabilities Act and the Employment and Housing Act.