

**Town of Natick
Job Description**

Position Title:	Assistant Library Director, Morse Institute Library	Grade Level:	3
Department	Morse Institute Library	FLSA Status	Exempt
Reports to:	Morse Institute Library Director		

Statement of Duties: The Assistant Director is responsible for assisting the Library Director in the planning, organization, supervision, development, and administration of all library services, personnel, operations, and programs. The employee is responsible for conveying and carrying out the Library’s Mission and Vision statements. The employee plans and conducts library activities with a high degree of independence

Supervision Required: The employee works under the general guidance and direction of the Library Director.

Supervisory Responsibility: The employee is responsible for providing both direct and general supervision to the professional, technical, custodial, clerical, and administrative employees of the Morse Institute Library, as well as its volunteers.. The employee performs the function of Supervisor on Duty in the absence of the Library Director.

Accountability: The employee is accountable to the Library Director for implementing policies and procedures and library programs; for proper use of town and library funds; and for staff and patron safety.

Judgment: Work is performed based on policies, general principles, legislation and standards in the field of Library Science. The employee exercises extensive judgment and ingenuity to develop and/or adapt existing methods and approaches for accomplishing objectives. The employee is recognized as an authority, in conjunction with the Library Director, in interpreting and applying policies and guidelines.

Complexity: This work involves a wide range of responsibilities, including the formulation of programs and objectives to achieve and maintain a high quality of library services for the community. As new technologies, standards, principles and concepts are introduced in the field, the Assistant Director will seek to assess and implement these innovations with the objective of maintaining and/or improving the efficiency and effectiveness of the library services and programs for the benefit of the public.

Confidentiality: Discretion and integrity are required, especially in all sensitive matters involving personnel, patrons, Trustees, and library partners, including union negotiations, personnel files, clients, and department records.

Work Environment: Work is performed in a general office environment. This position involves sitting, standing, working at a computer, as well as standing and walking to accommodate library users and to discuss matters with library staff. Safety hazards are not usually present but may be

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present during alterations. Work hours to accommodate users, public programs, and night meetings vary frequently.

Nature and Purpose of Contacts: Primary contact is with the Library Director to exchange information, to assist in developing procedures, implementing policies and the oversight of the library. Other contacts are with library staff for the purpose of providing work direction and instructions. Contact is also with library patrons for the purpose of providing library services. Contacts are also with other library professionals for the purpose of exchanging information and improving service through cooperative networks and resource sharing. There is also some contacts with personnel from other Town departments, with community organizations, and with library partners.

Occupational Risks: Typical for those found in a normal office environment.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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, related, or a logical assignment to the position.

- Assumes the duties of the Director in the Director's absence, reporting to the Director and answerable to the Library Trustees. Assists the Library Director in interviewing, recruiting and selecting employees; administers library and personnel policies and procedures including but not limited to training library staff, assigning work and evaluating library employees.
- Assists in administering all library services and programs; works closely with department supervisors and library staff to ensure library services are delivered without interruption. Assists the Library Director in the management of library functions, including selection, collection, acquisition, cataloging, and circulation of library materials as needed; administers information services and other programming activities for the benefit of the community of Natick.
- Analyzes community needs and plans improvements to library operations, staffing, physical location(s), automation, and associated library needs; develops procedures to improve staff operations and service to the public.
- Stays informed of professional and community developments affecting the library and the field of librarianship. Participates in local, regional, state, and national professional development opportunities as appropriate; serves on library committees; trains other staff as appropriate.
- Presents to community groups and town officials as needed; publicizes library programs and services through various media channels and other avenues as appropriate.
- Supervises library staff, and ensures all work assignments are completed.

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- Develops, plans, organizes, and implements activities, programs, and events in collaboration with the Library Director and library staff, guided by the Library's strategic planning goals, to meet the information, education, and entertainment needs of the community of Natick.
- Responds to requests for special services, and to the complaints of patrons, both orally and in writing; ensures reports are prepared accurately and in a timely manner; ensures library records are accurately maintained.
- Performs other tasks as assigned, consistent with the functions of the work unit and level of responsibility. Supports overall library operations and services through projects and other duties as appropriate and assigned.

Recommended Minimum Qualifications:

Education and Experience: The Assistant Director must have earned a Master's Degree in Library and Information Science from an accredited institution, and five (5) years experience working in a library, three (3) in a supervisory capacity, with demonstrated ability to work with a diverse population or any equivalent combination of education, training and experience which provides the required knowledge skills, and abilities to perform the essential functions of the job.

- Incumbent will have Five (5) years of library experience in related capacity. Must possess or be able to produce within a reasonable period of time (after hire) a Certificate of Professional Librarianship from the Massachusetts Board of Library Commissioners.
- Must have considerable experience in delivery of library services including general management, union negotiations, staff supervision, and financial management.
- Must have knowledge of and experience with current and emerging trends, practices, and technologies in the field of Library Science.

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Knowledge, Abilities and Skill

Knowledge:

- Extensive knowledge of principles and practices of professional library work, public library management and operations, administrative personnel functions,

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finance procedures, grant writing and administration, union contracts and negotiations, and building maintenance and security.

- **Maintains** a working knowledge of integrated library system functions, current technologies pertinent to library applications, library trends, and innovative technology

Abilities:

- Ability to communicate effectively, orally and in writing; tactfully and courteously interact with the general public, library staff, municipal officials, community organizations, local businesses, and vendors.
- Ability to exercise considerable judgment and initiative to perform duties.
- Ability to develop and maintain harmonious and effective working relationships with others.
- Ability to prioritize assignments and projects; work independently and accurately; collaborate in decision-making for library services, collections, policies, and procedures; implement and interpret library goals, objectives, policies, and procedures; and demonstrate a commitment to professional development, library trends, and emerging technologies.
- Ability to supervise others, including training and evaluation
- Ability to prepare complex technical and statistical reports.

Skills:

- Highly skilled in library management and staff supervision; customer and public relations; community engagement and outreach; library technology and office equipment; attention to detail; multi-tasking; and effective public speaking, oral and written communications.

Physical and Mental Requirements

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

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position's essential functions.

Physical Skills:

- Ability to perform the physical tasks consistent with the operations of a library.

Motor Skills:

- Motor skills needed for moving objects, operating a computer, copying and scanning documents.

Visual Skills:

- Ability to read documents for general understanding and for analytical purposes on a daily basis.
- Ability to read a computer or mobile device daily.

This 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.