

**Town of Natick
Job Description**

Position Title:	Assistant Director/ Bacon Free Library	Grade Level:	2
Department	Bacon Free Library	FLSA Status	Non-Exempt
Reports to:	Director, Bacon Free Library		

Statement of Duties: ~~The Assistant Director assists the Director in performing professional and administrative work including, but not limited to, scheduling, payroll and the payment of invoices; helps to manage all activities and services of the Library and assumes responsibility for the library in the absence of the Library Director. The employee also acts as Head of Children’s Services, and is responsible for outreach, programming, budgeting, collection development and the planning and implementation of services to children and the families of children. concentrates on children’s services, assists the Library Director in performing professional and administrative library work, and helps to manage all activities and operations of the Bacon Free Library. This professional position serves as the member of the library staff responsible for the Bacon Free Library’s services and programs for children.~~

Supervision Required: ~~Individual reports directly to The employee works under the direct supervision of the Library Director. In most matters affecting services to children, the Assistant Director and the Library Director jointly develop objectives and consult on matters of policy. The Assistant Director may seek advice and assistance from other professionals in developing and implementing services and programs within the general policy guidelines, with concurrence from the Library Director.~~

Supervisory Responsibility: In collaboration with the library director, the employee is responsible for the supervision of part-time library staff and volunteers and is directly responsible for part-time staff and volunteers in regards to the Children’s Department.

Accountability: ~~Errors and omissions in work could result in missed deadlines and adverse public relations. The employee is accountable to the Library Director for implementing policies and procedures as well as carrying out the mission of the Bacon Free Library.~~

Judgment: ~~Well-defined or detailed rules, instructions, and procedures cover all aspects of work. Judgment involves choosing the appropriate practices, procedures, regulations, or guidelines to apply in each case. 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 new or to adapt existing methods and approaches for accomplishing objectives.~~

Bacon Free Library ~~Department~~
Assistant Director Bacon Free Library
9/19/227/29/227/22/22

Town of Natick Job Description

Complexity: ~~Work consists of a variety of duties that generally follow standardized practices, procedures, regulations, or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation. 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 Natick community.~~

Confidentiality: Discretion and integrity are required, especially in all sensitive matters involving personnel, patrons, trustees and library partners, ~~including personnel files, client and department records.~~

Work Environment: ~~Required to work a variety of shifts, with some evening and weekend hours for special events or vacation coverage. Work is performed in a general office environment. This position involves sitting, standing, working at a computer, climbing stairs, standing and walking to accommodate library users and library staff. Work hours to accommodate users, public programs, and night/weekend hours vary frequently.~~

Nature and Purpose of Contacts: ~~Position interacts with co-workers, the public and external contacts such as vendors, bankers, attorneys, or other professionals to explain or interpret procedures or guidelines, plan or coordinate work, or resolve problems. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile or uncooperative persons. Employee may furnish news media with routine information such as meeting agendas or departmental procedures. Primary contact is with library patrons and the community of Natick, including children and the families of children. Makes frequent contact with local schools/educators and other community organizations who work with children. Other contacts are with library staff, Morse Institute Library staff, Natick Historical Society staff, vendors and facility maintenance personnel.~~

Occupational Risks: ~~Risk exposure is similar to that found in typical office settings. 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.

- Assists the Director in planning, organizing, and administering the operations, programs, collections and services of the library.

Bacon Free Library ~~Department~~
Assistant Director Bacon Free Library
9/19/227/29/227/22/22

Town of Natick Job Description

- In the absence of the Director, responsible for all operations of the library, including staff supervision, responding to emergencies, and representing the library to the media and community.
 - Plans, executes, and evaluates programs for children, young adults and their families.
 - Partners with Morse Institute Library staff to develop, provide and promote children's programs and services to the Natick community.
 - Evaluates, ~~and~~ selects and maintains library materials for children which reflect a variety of diversified cultural and educational interests with an emphasis on diversity, equity and inclusion. based on knowledge of community needs and collection development.
 - Designs, prepares, implements, promotes, and evaluates a summer reading program in conjunction with the statewide reading program.
 - ~~Supervises or performs the planning, organization and execution of developmentally appropriate children's programs, including book talks, storytelling, displays, crafts, etc. Promotes children's programs through social media, library website and by speaking to community groups and preparing press releases. Plans and recommends new services. Coordinates programs with similar institutions.~~
 - ~~Supervises staff and volunteers when appropriately assigned to children's services to assist in such activities and tasks as programming, shelving of books, circulation, and preparing displays. Is responsible for training above mentioned staff and volunteers and evaluating their work. Studies library operating procedures and recommends changes.~~
 - Supervises staff and volunteers assigned to children's services.
 - Provides community outreach and serves as liaison for community organizations, town departments, and local businesses who work with or provide services to children of all ages. Partners with such organizations to promote the library and its services.
- ~~Performs reference work for patrons of all ages which includes providing information, instruction in the use of the library, conducting class visits, researching reference requests, and reserving materials.~~
- Oversees all public relations, promotional and publicity efforts for all media outlets for children's library services through press releases, outreach services, website, social media, printed brochures and fliers.
 - Oversees maintenance and development of the library website using WordPress.

Town of Natick Job Description

- Represents the library and its services at public events, professional events, and in the community. Establishes effective working relationships with library staff, Morse Institute Library staff, Natick Historical Society staff, and other members of the Natick community in order to ensure the delivery of quality public library services.
- ~~Responds to the BFL users' requests, suggestions and complaints. Refers matters to the Library Director, as needed.~~
- ~~Maintains records of activities and prepares monthly reports for the Library Director concerning services and programs.~~
- ~~Keeps abreast of developments in library service for children.~~
- Participates in local, regional, state, and national professional development opportunities as appropriate. Attends meetings of children's librarians and professional organizations for sharing of information and cooperative programming.
- Exercises extensive judgment, flexibility, ingenuity, and initiative.
- Researches, implements and administers grant opportunities and activities.

~~Assists in the library's budgetary process as affecting children's services and works with the librarian in formulating and recommending a budget for children's services.~~

- Participates in Minuteman Library Network as needed, and adheres to MLN policies.

~~Performs circulation duties such as patron registration, checking books in and out, collecting overdue fines and placing reserves.~~

~~Participates in Minuteman Library Network training as needed, and adheres to MLN policies. Maintains a working knowledge of contemporary issues, trends, and technology in the library profession through professional development.~~

- Performs circulation duties such as patron registration, checking books in and out, and placing reserves. Assists patrons with problems on computers, printers and devices.
- Develops, organizes, markets and implements technology related programs and services. Suggests associated policies and creates instructional opportunities for staff and patrons.

Bacon Free Library ~~Department~~
Assistant Director Bacon Free Library
9/19/227/29/227/22/22

Town of Natick Job Description

- ~~Performs other related duties and tasks, as assigned necessary or required.~~

~~Required to work a variety of shifts, with some evening and weekend hours for special events or vacation coverage.~~

- Required to work a variety of shifts, with some evening and weekend hours required.

Recommended Minimum Qualifications:

Education and Experience:

A Master's Degree in Library Science from an ALA accredited program is preferred.

Two years of supervisory experience in children's services, including book selection and programming is strongly recommended.

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~~r-a~~Any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job will be considered.

~~• Incumbent must have a Master's Degree in Library Science with specific coursework in children's literature or services and at least two (2) years experience in children's services, including book selection and programming are the minimum requirements.~~

- A degree in a related field such as early childhood education, elementary education or child psychology is ~~also~~ a plus.

- ~~• In addition, a person with exceptional promise, and experience who expresses an interest in completing the MBLC certification process with an emphasis on children's librarianship may also be considered.~~

Knowledge, Abilities and Skill

Knowledge:

- Professional knowledge of a broad range of library science principles, concepts, techniques, and tools.
- Substantial knowledge of children's literature, interests, development and services and ability to relate these to the needs of individual children.

Abilities:

- Ability to apply professional knowledge to the assessment and development of children's services.

Bacon Free Library ~~Department~~
Assistant Director Bacon Free Library
9/19/227/29/227/22/22

Town of Natick Job Description

- Ability to supervise others, including training and evaluating performance.
- Ability to plan, organize, and direct special programs and ~~the BFL's~~ services geared toward ~~aimed at~~ children.
- Ability to ~~communicatespeak~~ effectively ~~to/with~~ children, ~~and~~ adults, parents, and other caregivers.
- Ability to establish and maintain harmonious and effective working relationships with parents, school administrators, teachers, ~~and~~ co-workers and other members of the community.
- ~~Tact, diplomacy, flexibility, creativity and a positive customer service attitude.~~
- ~~Enthusiasm for books and the promotion of reading.~~

Skill:

- Strong ~~technologycomputer~~ skills including Word, Excel, Google Suites, Canva and WordPress. Social media skills and Publisher and online database searching. Web site experience is a plus a plus.

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 position's essential functions.

Physical Skills:

- ~~There is little or no physical demand needed.~~ The ability is required to lift up to 30 pounds.

Motor Skills:

- Motor skills needed for moving objects, operating a computer, copying and scanning documents~~Duties may involve close hand-eye coordination and physical dexterity.~~

Visual Skills:

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

**Town of Natick
Job Description**

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.