

## City of Claremont, New Hampshire Position Description

<b>Position Title:</b>	Asst Library Director/Adult Services Librarian	<b>FLSA Status:</b>	Exempt
<b>Reports to:</b>	Library Director	<b>Union/Merit:</b>	Merit
<b>Department:</b>	Library	<b>Grade Level-Points:</b>	9 - 575
		<b>Revised/Updated:</b>	04/10/05

### Job Summary

Performs professional work analyzing and responding to the informational and recreational needs of the public; provides bibliographic instruction to the public; uses professional judgment to select, develop and interpret the library collection to meet the needs of the public including electronic and web based information resources. The work performed is subject to review through observation, reports and the results achieved.

**Essential Job Functions** (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class)

1. Works with the City Librarian to supervise circulation desk employees and technical services staff: participating in application review, hiring and training; planning, assigning and directing work; evaluating performance; addressing complaints and resolving problems.
2. Analyzes, evaluates and weeds the library collection on an ongoing basis to ensure appropriate development of the collection to meet the needs of the public.
3. Arranges for purchases and coordinates acceptance, cataloging and classification of all adult, reference, young adult, and adult audio visual materials.
4. Works with the City Librarian to select all library materials for adults and young adults.
5. Examines professional publications and other sources for selection of books and related materials.
6. Answers all ILL requests from all sources i.e., libraries, museums, educational institutions using the state library database, phone, e-mail and fax.
7. Directs patrons in using library services and equipment.
8. Answers information and reference questions for patrons by phone, mail, e-mail and in person.
9. Maintains library web page.
10. Provides bibliographic instruction and internet training to the public.

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The duties listed above are intended only as illustrations 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, related or a logical assignment to the position.

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11. Develops and revises reference policies and procedures, with review by City Librarian.
12. Interprets and explains library policies and procedures.
13. Compiles reports, statistics, and information regarding reference and ILL services.
14. Prepares reports, memos, and correspondence.
15. Develops and implements programs with City Librarian.
16. Develops publicity for events and programs.
17. Markets library services.
18. Trains staff and public in use of computers, and reference resource materials.
19. Prepares training material.
20. Assists in budget process regarding reference department and book purchases.
21. Designs, implements, and evaluates programs for adults.
22. Writes grant applications.
23. Creates and delivers presentations regarding the library to various groups.
24. Creates displays.
25. Troubleshoots equipment problems and ensures proper operation and availability of supplies.
26. Troubleshoots hardware and software problems for users; provides training for users in the operation of various software.
27. May work in technical service as a cataloguer.
28. Practices good customer service relations.
29. Promotes any book discussion or program going on at the library.

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30. Maintains familiarity with and executes safe work procedures associated with assigned work.

31. Performs other related duties as assigned.

### Peripheral Duties

Perform the duties of subordinate personnel as needed.

Analyze and recommend improvements to equipment and facilities, as needed.

Participate in various committees.

### Desired Minimum Qualifications

#### *Education and Experience:*

Master's Degree in library/information science from an ALA accredited college or university, and one year related experience; *OR*; any combination of education, training and experience that provides the knowledge, skills and abilities required for the job.

Computer and typing skills required.

#### *Necessary Knowledge, Skills and Abilities:*

Knowledge of:

- Principles and practices of supervision, training, and performance evaluation.
- Principles and practices of marketing.
- Basic budgetary principles and practices.
- In-house library collection as well as electronic and web based information resources.
- Client groups and the community as a whole and its various needs
- Trends relating to publishing, computers and media
- Public relations and customer service.
- Concepts, principles, tools, practices and techniques of library science to assist patrons with locating specific and general information.
- Modern office methods, procedures, equipment, and standard clerical techniques.
- Word processors or computers, computer hardware and peripheral devices as well as computer usage and applications including software programs and databases.
- Techniques of effective time management.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.

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- Record keeping, report preparation, filing methods and records management techniques.
- Thorough knowledge of circulation procedures.
- Thorough knowledge of applicable laws, ordinances, and department rules and regulations.

### Ability to:

- Utilize a wide range of information resources and technology, including providing internet instruction and support.
- Remain flexible and adapt to changing situations and technology.
- Jump quickly from one subject to another, and to handle more than one question at a time.
- Effectively interact with all ages and all ability levels to provide appropriate information services.
- Analyze and interpret information needs and select effective course of research.
- Apply logical thinking to solve problems and accomplish tasks
- Read, analyze, and interpret professional periodicals and journals.
- Speak effectively before public groups and answer questions.
- Work independently and as part of a team.
- Communicate effectively orally, in writing, and by listening
- Follow through on assignments with accuracy.
- Use independent judgment.
- Be a self-starter.
- Keep patron confidentiality and establish patron trust.
- Work a flexible schedule including evening and weekend hours.
- Establish and maintain effective working relationships with others.
- Demonstrated ability to communicate both orally and in writing.
- Maintain electronic and written records and prepare reports and to document any and all information pertaining to the activities and responsibilities of the position.
- Maintain effective working relationships with department heads, employees, City Council and the public and to deal with service problems courteously and tactfully.

### Skill in:

- Tact, discretion, initiative and independent judgment.
- Communicating clearly and effectively, both orally and in writing.
- Reference interviewing techniques.
- Preparing reports and correspondence.
- Compiling statistics and analyzing data
- Researching and compiling a variety of information.
- Database searching.
- Independently organizing work, setting priorities, and following up assignments.

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- Planning, organizing, assigning, directing, reviewing, and evaluating work of those supervised and providing leadership.
- Formulating goals, objectives, and methods of evaluation for services.
- Formulating goals, objectives, and methods for developing training material.
- Flexibility to deal with multiple and extra unexpected tasks and patrons simultaneously
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.
- Using computers to create and manage files, records, spreadsheets and databases and to enter and retrieve information.
- Operating general office equipment.
- Understanding and carrying out complex written and oral instructions.
- The use of the tools and equipment listed below.

### **Supervision Received**

Incumbent works under the direction of the City Librarian. Incumbent assumes all of the duties and responsibilities of the Library Director in his/her absence. Incumbent performs most assignments independently following established procedures. On some days and evenings the incumbent is in charge and handles all inquires and oversees the functioning of the library.

### **Supervision Exercised**

Oversight responsibility for up to 3 part time personnel at any one time.

### **Responsibility for Public Contact**

Daily contact requiring courtesy, discretion, and sound judgment.

### **Licensing & Certification**

None Required

### **Tools & Equipment Used**

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Personal computer including Microsoft Office software, accounting software, microfilm/fiche reader, telephone, typewriter, calculator, copy machine, and fax machine, Bar-Code Reader, CD-ROM etc

**Typical Work Surface(s):** Standard office desk and chair; tables; computer work station, wood, tile, cement and carpeted floors.

**Typical Controls & Equipment:** Calculator, computer, printers, telephone, typewriter, copy machine, fax machine, postage machine, folder/inserter, microfilm/fiche reader, computer mouse.

**Typical Work Environment:** Inside: 99% Outside: 1%

**Summary of Occupational Exposures:** May be exposed to cleaning fluids, copier toner, etc. Works in a normal office environment where there are little or no physical discomforts associated with changes in weather or discomforts associated with noise, dust, dirt and the like.

The incumbent's working conditions are typically moderately quiet. The incumbent's working time may require weekend/evening hours. The incumbent must work in summer heat without air conditioning.

In the summer months with doors and windows open the noise level from the streets can become very loud. Since doors and windows are open, there is a daily accumulation of additional dust and dirt in the library. Also, during periods of heavy activity the noise level can be loud.

### Physical Activity Requirements

#### PRIMARY PHYSICAL REQUIREMENTS

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LIFT up to 10 lbs.: Frequently required  
LIFT 11 to 25 lbs.: Frequently required  
LIFT 26 to 50 lbs.: Frequently required  
LIFT over 50 lbs.: Not required

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CARRY up to 10 lbs.: Frequently required  
CARRY 11 to 25 lbs.: Frequently required  
CARRY 26 to 50 lbs.: Occasionally required

#### OTHER PHYSICAL CONSIDERATIONS

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Twisting: Frequently required  
Bending: Frequently required  
Crawling: Rarely required  
Squatting: Frequently required  
Kneeling: Frequently required  
Crouching: Frequently required  
Climbing: Occasionally required  
Balancing: Occasionally required

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<u>CARRY over 50 lbs.:</u> Rarely required	<u>Grasping:</u> Frequently required
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<u>REACH above shoulder height:</u> Frequently required	<u>Handling:</u> Frequently required
<u>REACH at shoulder height:</u> Frequently required	<u>Torquing:</u> Frequently required
<u>REACH below shoulder height:</u> Frequently required	<u>Fingering:</u> Frequently required
<u>PUSH/PULL:</u> Frequently required	
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**DURING AN 8-HOUR DAY, EMPLOYEE IS TYPICALLY REQUIRED TO:**

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

**Cognitive and Sensory Requirements:**

- Talking: Necessary for communicating with others.
- Hearing: Necessary for taking instructions and information.
- Sight: Necessary for performing job effectively and correctly.
- Tasting & Smelling: Not required for the performance of the functions of this position.

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