

Job Title: Assistant Director/Head of Children Services	Hours per week:	FLSA Status: Exempt
Reports to: Library Director	Department: Library	Grade: 7
Created date:	Revised date:	Approved date: 04/25/2011
Created by:	Revised by:	Approved by:

**TOWN OF STERLING
ASSISTANT DIRECTOR/HEAD OF CHILDREN SERVICES**

ASSISTANT LIBRARY DIRECTOR – HEAD OF CHILDREN’S SERVICES

Statement of Duties

Performs professional administrative work in directing and supervising the programs and operations of the children’s department of the library. Provides administrative support to the library director in planning, implementing, and managing library services overall. In the absence of the library director, is responsible for the operation of the library and supervision of staff in accordance with policies established by the board of trustees.

Incumbent performs work responsibilities under the general direction of a library director, who furnishes general work goals and objectives, as well as policy direction. Incumbent performs day-to-day tasks with a high degree of independence, but may bring unusual situations to the attention of superior for resolution. Written and oral guidance materials are provided and must be observed and followed, but incumbent must use professional judgment in individual situations serving the public.

Often serves as shift supervisor, providing staff with initial instructions and guidance.

Incumbent has access to confidential employee records and confidential information, such as bid records.

Job Environment

Work at this level involves a variety of specialized work tasks. Staff and users looking for particular information often interrupt work and incumbent must be able to return to complete work already initiated with a minimum of lost time. Work involves a host of details to monitor and manage. While guidance materials are available, incumbent must rely on previous training, experience and good judgment to maintain level of service. Regular library schedule requires evening and weekend work.

Errors could result in delays or loss of service, damage to library building, and monetary loss and legal repercussions.

The incumbent has frequent contact with the public. Other contacts are with state and regional library associations, vendors, other government agencies, universities, schools and teachers. The position represents the library to professional and public groups and to the press. The incumbent may be required to do public speaking. Serves as acting library director in the absence of director as needed.

Essential Functions

The essential functions or duties listed below 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.

Under the supervision of a library director, heads children's service unit, developing and carrying out children's programs for all ages; manages outreach programs to schools and to home-schooling families; and acts as a resource to local community organizations. Provides training and supervision to members of children's staff. Responsible for collection development and budget for children's services. Develops press releases and other promotion for children's services.

Assists in interviewing applicants for positions in library; may coordinates desk schedules and make desk assignments; makes reports to library director on performance issues. Assists in payroll preparation. Interviews and manages work of volunteers. Creates and analyzes reports on services. Manages library programs for adults and assists director with promotion. Attends professional library conferences, seminars and network committees; reads professional literature.

Provides information and assistance to library patrons; provides instructions on the effective use of library materials and equipment. Receives complaints or special requests from library users, and makes every effort to follow through in response to them; maintains quality public relations, advising patrons of library programs, procedures and policies.

Assists in the planning, development and implementation of library technology programs. With the director and library associate-technical services, sees that both wide area and local networks are functioning.

Performs similar or related duties as required.

Recommended Minimum Qualifications

Education and Experience

An incumbent for this class of positions should have acquired a Bachelor's Degree with course work in children's literature, and thereafter have served in a library for at least three (3) years in the capacity of a supervisor or work leader while being exposed to all work, in particular children's services.

In the first year in position must take two of four courses through the Massachusetts Board of Library Commissioners in library management. In the second year must complete the remaining two courses, which are necessary for the individual to receive certificate of librarianship from the Massachusetts Board of Library Commissioners.

Knowledge, Ability and Skill

Knowledge. Library science and library services, library policies and procedures, knowledge of automation systems affecting administrative and library services, especially computer applications and the Internet. Working knowledge of general management, including budgetary and personnel management. Strong knowledge of children's literature and child development, especially in relation to literacy skills.

Familiarity with automation systems affecting administrative and library services, especially computer applications and the Internet. Must be able to use basic computer software programs, such as Word and Excel, and to troubleshoot basic computer problems for public.

Ability. Supervise others, evaluating their performance and training as needed. Handle a great many details, some simultaneously, with accuracy. Communicate effectively with

others, both orally and in writing. Implement goals and provide leadership for subordinates in delivering excellent customer service. Prepare and analyze data. Ability to interact in a positive way with children of all ages. Able to speak in public effectively.

Skills. Strong planning, organization and communication skills, both oral and in writing. Supervisory and customer service skills. Skill with Internet and computer applications. Management skills.

Physical and Mental Requirements

Work is performed in an office setting, subject to quiet to moderate noise. Up to one-third of the time is spent standing, walking, sitting, stooping, or reaching with hands and arms. Up to two-thirds of the time is spent using hands to finger, handle or feel, talk or listen. Frequently the incumbent will lift up to 10 pounds, occasional lifting is required up to 30 pounds, seldom does the incumbent lift up to 60 pounds. Specific vision ability includes close vision and the ability to adjust focus. The compactness of space and accessibility could cause inconveniences and stress at times. Equipment used includes personal computers, office machines.

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 the requirements of the job change.