

# SYSTEMS LIBRARIAN – ASSISTANT DIRECTOR

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Position Code: 2530

WC Code: 9101

FLSA Status: Exempt

Pay Grade: 352 (\$41,632 - \$65,111)

Location: Library

Approval Date: 2010

## **General Statement of Duties**

Performs professional level public and technical services by providing oversight of the daily operations of the Library which include its collections, publicity, budget monitoring, service desk staffing and the management of the public access and staff computers.

## **Distinguishing Features of the Class**

An employee in this class supervises staff in the absence of or when the Director is unavailable and is responsible for the quality and quantity of cataloging of the collection, database management, online services offered by the library and the management of the public access and staff computers in the library. This position has a close working relationship with the Town's IT Department staff and a communication level relationship with the staff of the statewide NC LIVE system. Work requires accuracy, judgment and initiative. Tack and diplomacy is required in dealing with the public. Work is performed under the general supervision of the Library Director and is evaluated through observation, discussions, reports, quality and quantity of services delivered.

## **Duties and Responsibilities**

Acts in the absence of Director; supervises all staff; assures appropriate staff coverage and service to library users; assigns work and provides direction and resolves problems among staff and library users; and handles administrative issues.

Supervises and manages the cataloging and data entry function of the Technical Services Division. Directly supervises cataloging staff and circulation manager.

Serves as the primary computer system administrator; troubleshoots and resolves problems; assists in maintenance and operation of equipment such as copiers, fax machines, microfilm readers, printers, etc.

In collaboration with the Town's IT department staff, manages the library's Internet service, including maintenance of library home page public use policy and security. Works with IT staff to ensure timely installation, maintenance and upgrading of desktop PCs and other electronic equipment in the library.

Trains library staff in the use of software and other library programs.

Assists and instructs library patrons in searches for specific materials, and/or use of reference materials and equipment, such as computers, microfiche and microfilm readers and printers, indexes, etc.

Performs related duties as requested.

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills, and Abilities**

Thorough knowledge of the principles, practices, and techniques of modern library operations.

Thorough knowledge of the various types of reference works, literature, technical library publications, and audio-visual materials.

Thorough knowledge of cataloging procedures (MARC Records, field data).

Thorough knowledge of automated library systems including database management.

Considerable knowledge of computer maintenance.

Considerable knowledge of the organization and functions of local governments.

Considerable knowledge of computer software and hardware applications in a library.

Skills in communicating and presenting ideas effectively in oral and written forms.

Ability to supervise and plan the work of subordinate staff.

Ability to establish and maintain effective working relationships with Town and community officials, other departments, employees and patrons.

### **Physical Requirements**

Must be able to physically perform the basic life operational functions of climbing, stooping, kneeling, crouching, standing, walking, reaching, grasping, fingering, lifting, pushing, pulling, talking, hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally; up to 10 pound of force frequently; and a negligible amount of force constantly to move objects.

Must possess the visual acuity to prepare and analyze data and figures, operate a computer terminal, and do extensive reading.

### **Minimum Education and Experience**

Master's of Library Science Degree from a college or university accredited by the American Library Association, two to four years of experience in a public library setting, and six months to one year of supervisory experience; or an equivalent combination of education and experience.

### **Special Requirement**

Possession of or ability to obtain the Public Librarian Certificate as administered by the Department of Cultural Resources, State Library of North Carolina.