August 2016

Town of Chilmark
Position Description

I. POSITION TITLE: **Assistant Director/Youth Services Librarian**

II. SUPERVISOR: Library Director

III GENERAL DESCRIPTION OF DUTIES:

Assist the Director in developing and maintaining the collection, circulation of materials, facility, equipment, programs, and supervision of staff. Responsible for developing and maintaining children's collection, the Children's Room, the children's School Library Programs and all Youth Programs for children of all ages.

IV: DUTIES AND RESPONSIBILITIES:

A. Oversee and maintain the daily operations of the circulation desk, including supervision of staff, check-out, returns, Inter-library loan lending, overdue notices, registering new users, updating borrower information, computer use by the public, renewals and reserves. Responsible for cash turnover (fees, fines and donations) and serving on various Board of Library Trustee subcommittees as assigned. Act for the Director in his or her absence.

B. Participate with Director in interviewing and evaluating new hires and volunteers. Train new employees and volunteers in all relevant aspects of library operations.

C. Possess working knowledge of the policies and procedures of the library consortium (CLAMS or other network). Participate in subcommittees of the consortium as assigned. Represent the library at consortium membership meetings in the absence of the Director.

D. Responsible for material selection for youth books and other youth materials utilizing professional techniques and sources. Remain current on new technology and material formats. Support quality of existing youth collection through periodic review and annual weeding.

E. Educate library users about library resources, including digital collections, databases, and online resources available inside and outside of the library.

F. Provide direct service to both adult and youth for general reference and reader's advisory activity. Utilize automated resources (databases) to answer "ready reference" questions. Use Inter-library for complex reference and materials requests.

G. Process new materials, catalog youth materials using accepted library standards and prepare adult materials for cataloging by the Director.

H. Responsible for planning and coordination of the programs for the Chilmark School community at the public library in accordance with the library/school contract. Collaborate with the school's library instructor on weekly instructional programs and material needs. Maintain the library accounts of the Chilmark School students. Trains school staff on how to use the library.

I. Assist in planning, developing, and evaluation of all library services. Attend monthly Trustees meetings and Island–wide Children's Librarian monthly meetings. Attend appropriate workshops and conferences as approved by the Library Director.

J. Educate self in Massachusetts General Laws, Federal Laws, policies of the American Library Association and Massachusetts Board of Library Commissioners as they pertain to the library's policies, practices and procedures. Review changes in requirements with the Director.

The essential functions or duties listed 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.

All duties shall be performed appropriately, in accordance with the decisions and policies of the Library Trustees, and with respect for confidentiality of the records of the library and its users as required by State, Federal and local laws.

V. SUPERVISORY RESPONSIBILITIES:

Under direction of Director or in the absence of the Director, the Assistant director/Youth services Librarian is responsible for the daily running of the library and supervision of staff and volunteers.

VI. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

A. Bachelor's Degree required. Master's Degree and library and/or school experience preferred.

B. Hold a Master's Degree in Library Science or complete the Massachusetts Board of Library Commissioners sub-certification training or substitution of approved coursework through an approved college or university program within five years of hire.

C. Working knowledge of the library rules, regulations, agreements, practices and policies as they pertain to the daily operation of the library.

D. Knowledge of the legal responsibilities of employees.

E. Demonstrated ability to work effectively with others.

F. Capacity to provide services for all ages.

G. Demonstrated strong interpersonal communication skills, as well as effective oral and written presentation skills. Ability to write business documents and reports.

H. Ability to teach library skills to elementary school-aged children, and to run the summer reading program and other youth programs for all ages.

I. Practical experience with electronic information delivery technology and the ability to process information effectively using computers.

J. Positive support/service attitude to meet, communicate with and serve Trustees, staff, town officials, and the public.

K. Strong technical skills including working knowledge of automated circulation systems, standard office computer programs, Internet use, working knowledge of various digital materials platforms such as Ipad, Kindle, Android, IOS or other current digital and electronic material delivery systems.

L. Respect for the privacy of co-workers and the public. Demonstrated ability to use discretion and sound judgment.

M. Physical strength and dexterity to reach items on high and low shelves, to handle informational items and boxes up to 25 pounds in weight, and to transport loaded book carts.

N. Be able to pass a CORI check as defined by the designated CORI officer in the Town of Chilmark.

VII: POSITION GRADE LEVEL&TIME REQUIREMENT: Grade 8
31 hours per week

APPROVED BY: Board of Library Trustees Date: 7/20/2016
Chairperson: _____

RECOMMENDED BY: The Human Resource Board Date: 8/4/2016
Chairperson: _____

REVIEWED & APPROVED BY: The Board of Selectmen Date: 8/ /2016
Chair: _____

POSITION GRADED BY: The Human Resource Board Date: 8/18/2016 ✓