

Town of Sherborn Job Description

Form approved by Personnel Board 6/97. Amended and approved by Personnel Board 3/06

JOB TITLE:

ASSISTANT DIRECTOR

DEPARTMENT NAME:

SHERBORN LIBRARY

FLSA STATUS:

Exempt: X

Non-Exempt:

Hours worked per week 40

EMPLOYEE TYPE:

(see General By-Laws Personnel Administration Plan for

definitions)

Salaried X

Regular Full-Time

Regular Part-Time

Supplemental Part-Time

Casual Part-Time

Temporary

REPORTS DIRECTLY TO (INDICATE JOB TITLE):

LIBRARY DIRECTOR

I. JOB SUMMARY - Briefly describe the primary function of this job.

The Assistant Director of the Sherborn Library is responsible for the development and enactment of adult services, including reference and information services, readers' advisory service and adult programming. Assumes a leadership role under the direction of the Library Director to support the Library's overall mission.

II. JOB DUTIES - List six to eight of the most important duties using concise and comprehensive statements. Begin with the most important duty. Include any essential or important physical demands that are required to complete each of these duties. Use separate sheet if necessary.

1. Manages and supervises the Teen and Children's Librarians, as well as the Circulation Supervisor. Writes annual performance reviews and meets regularly to discuss goals. Supports opportunities for staff and professional development.
2. Assists the Library Director in comprehensive collection development and evaluation of the existing adult collection in all formats acquired by seeking professional reviews, understanding local interests, following trends in Library circulation, recording direct requests from the public, all in keeping with internal Materials Selection policy. Helps to maintain the adult materials budget.
3. Works with the Circulation Supervisor to create the monthly schedule for staff.
4. Plans special programs and events for the adult community that complement the Library's stated mission and proposes a budget to the Director for co-sponsorship with the Friends of the Library group, or local cooperating organizations. Writes press releases to local media and creates signage for public posting. Writes grants to glean support for Library programs and services. Oversees the Library's website and social media channels.
5. Develops and promotes a pro-active program of reference service and information retrieval for patrons, using print, non-print, Internet searching, and online digital resources. Collaborates with Circulation staff on interlibrary loan retrieval and cataloging.
6. Provides a program of readers' advisory service for adults. Creates and develops materials to aid in the discovery of adult collection, including online and print resources. Aids patrons in daily use of the public computers and other office equipment.
7. Generates statistical reports and devises methods of measuring the effectiveness of Library services to be included in the Library Director's annual reports. Finds creative ways to share statistical data with key stakeholders and the public.
8. Works with the Library Director as part of the Administrative team. Responsibilities include: submitting the annual Action Plan and overall vision of the Library, attending monthly Trustees meetings and updating the Library Board on operations and services, aiding in the preparation of the Annual Report Information Survey and Financial Report for state Library certification and funding.

III. EDUCATION, TRAINING & EXPERIENCE - Describe the minimum level of education, training, and experience, as well as any special skills or certifications, which are required to competently perform the duties of this job.

Position requires a Master of Science in Library and Information Science (M.L.S.) from an accredited library school, or significant progress toward the M.L.S.

Superior organizational skills, oral, written, and interpersonal communication ability; exceptional customer service experience is required.

Computer literacy and fluency with Internet searching is required.

Experience with and understanding of website management and skill in visual design.

Knowledge of management principles and public Library administration; strong managerial and supervisory experience and ability to manage budgets is required.

IV. COMMUNICATIONS & CONTACTS - List the jobs, external departments or organization with which the job has the most frequent contact. Describe the purpose and frequency of the contacts (Do not include supervisors and subordinates).

Contact	Purpose	Frequency
Library Staff	Coordination of services, collection and programs	Daily
Professional Library Groups	Stay abreast of current happenings, changes and trends	Quarterly
Local Civic & Community Groups	Coordinate programs and services	Regularly
Friends of the Library	Develop and coordinate programs with our fund-raising group	Regularly
Board of Library Trustees	Library administration	Monthly

V. MANAGERIAL & SUPERVISORY RESPONSIBILITIES - Describe the function(s) over which this job has direct accountability and authority.

Works with the Circulation Supervisor to create the monthly schedule for staff.

Keeps statistics on adult programs, database and Library usage, trends for inclusion in annual reports.

Manages and supervises the Teen and Children's Librarians, as well as the Circulation Supervisor. Writes annual performance reviews and meets regularly to discuss goals. Supports opportunities for staff and professional development.

Works with the Library administration on submitting the annual Action Plan and overall vision of the Library. Solves problems to create an ideal environment and services for staff and patrons.

Maintains a strong sense of awareness and attentiveness of the surroundings during key-holding shifts.

Helps to maintain the Library's operating budget and budgets assigned to adult services by the Library Director and the Friends of the Library, and reports the status in spreadsheet form.

VI. WORK ENVIRONMENT: Describe the workplace environment e.g. office, outdoors, night work, and any equipment usage requirements.

The Library is a public building and office work environment. The general public of all ages has access to three levels of the facilities, including book collections and meeting rooms. Physical stamina and mobility is required to handle Library materials and maintain daily circulation duties. All staff have the responsibility of interacting with the public, upholding all Library policies voted on by the Board of Trustees and following guidelines outlined in the emergency procedure manual. Ability to work 40 hours per week, including night and weekend shifts.

VII. REPORTING RELATIONS - Attach an organizational chart if possible indicating where this job fits in the department's operations.

Attached

The above statement is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SUPERVISOR'S/MANAGER'S SIGNATURE:

DATE:

9/21/2023

TOWN ADMINISTRATORS SIGNATURE:

DATE:

9/29/23

PERSONNEL BOARD SIGNATURE 	DATE: 9/19/23
COMMENTS:	