

TOWN OF NORTHBOROUGH
JOB DESCRIPTION

JOB TITLE:	Assistant Library Director	DATE:	March 2022
DEPARTMENT:	Library	GRADE:	5
REPORTS TO:	Library Director		

DEFINITION

Under the direction of the Library Director, assists the Director in planning, organizing, and administering the operations, programs, collections, and services of the Library. Responsible for daily operations of the library in the absence of the Director, including, but not limited to, staff management, public relations, physical operations, and other issues that may arise.

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.

- Develops, organizes, and implements technology-related programs and services, including, but not limited to, lending hotspots, electronic subscription offerings, using personal technology devices, and integrating emerging technology tools.
- Manages the Library’s Technology Plan, oversees technology replacements and upgrades as budgeted, tracks and coordinates technology repairs as needed.
- Responsible for maintenance of the Library website.
- Provides community outreach and serves as liaison for community organizations and local businesses who work with or provide services to the library. Partners with such organizations to promote the Library and its services.
- Oversees the Library’s homebound delivery service.
- Assists Library Director with marketing of library programs and services.
- Facilitates interdepartmental library programming and services.
- Directs and participates in hiring, assignment, evaluation of employees, and training.
- Participates in the annual evaluation of the Library’s Long-Range Plan and assists the Director in Strategic Planning.
- Plans, organizes, and implements special projects as needed by the Director.
- Staffs service desks regularly and as-needed.
- Contributes to policy statements for presentation to the Board of Trustees and interprets policies and regulations for staff and patrons.
- Acts as liaison to the Friends of the Library.

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- Performs all other related job duties as necessary.

SUPERVISION RECEIVED

Under general supervision, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently. The supervisor provides additional, specific instruction for new, difficult, or unusual assignments. The employee refers unusual situations to the supervisor for advice and further instructions.

JUDGMENT AND COMPLEXITY

The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, regulations and precedents which may be complex. Judgment is used in analyzing specific situations to determine appropriate actions. Requires understanding, interpreting and applying federal, state and local regulations.

NATURE AND PURPOSE OF CONTACTS

Relationships are with co-workers, vendors, the public, groups and/or individuals such as peers from other organizations, and representatives of professional organizations. The employee serves as a spokesperson of the organization in matters of substance or considerable importance, including departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

CONFIDENTIALITY

Employee has regular access at the departmental level to a wide variety of confidential information, including personnel records, medical records, lawsuits, and client records.

EDUCATION AND EXPERIENCE

Master's degree or equivalent, and three to five years related experience with one to two years in a supervisory role, or any equivalent combination of education and experience.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Requires thorough knowledge of contemporary information technology and business systems; experience with municipal software, networks and operating systems, and a wide variety of databases and software packages for word processing, recordkeeping, GIS, data management, forecasting and projections, report writing, fiber optic communications, security.

Abilities: Ability to communicate effectively orally and in writing; ability to maintain good public relations and to maintain effective collaborative working relationships with Town departments, department heads, fellow employees, officials and the general public and to respond in a courteous and professional manner; ability to translate complex technical issues into easy-to-understand language. Ability to meet deadlines and prioritize work. Ability to work independently and multi-task.

Skills: Organizational skills; strong oral and written communication, negotiating, analytic, and computer skills.

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WORK ENVIRONMENT

The majority of work is performed in an office setting typical to a library.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills: The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

Motor Skills: Duties require motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills: Visual demands require routinely reading documents for general understanding and analytical purposes, viewing a computer monitor, and scanning book labels on shelves.