

- I. POSITION TITLE: Assistant Librarian
- II. SUPERVISOR: Library Director
- III. GENERAL DESCRIPTION OF DUTIES: The Assistant is responsible for assisting the librarians in the daily running of the library. The Assistant is responsible for maintaining access to the library's materials through circulation functions at the desk; preparing new materials; collection development and cataloging; training and daily supervision of circulation staff; preserving the physical appearance and order of collections through shelving and shelf-reading; scheduling programs in the meeting room and public use of the computers.
- IV. DUTIES AND RESPONSIBILITIES:
- A. Responsible for supervision of staff and running the library in the absence of the Director and Assistant Director.
 - B. Research and process Inter-Library loan requests using Commonwealth Catalog, Library of Congress and other appropriate in-state and out-of-state resources.
 - C. Be responsible for day-to-day circulation functions at the desk, including training and supervising the circulation staff, as well as the functioning of meeting areas, the multi-media room, and the small conference room.
 - D. Assist in use of public access computers, including instruction in basic email, computer search, keyboard and mouse functions; e-book and electronic audio book downloading and use; assist patrons in connecting their portable computers to the library wireless internet access and wireless printer. Educate library users about library resources, including digital collections, databases, and online resources available inside and outside of the library.
 - E. Oversee the library's audio/visual collection, including reading reviews, selecting DVDs for the collection, cataloging materials, and managing the audio/visual budget. Support quality of existing DVD collection through periodic review and annual weeding. Collection development will be done using accepted library science principles and the Chilmark Public Library's collection development policy as a guide.
 - F. Possess working knowledge of the policies and procedures of the library consortium (CLAMS or other network). Participate in subcommittees of the consortium and represent the library at consortium membership meetings in the absence of the Director as assigned.
 - G. 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 Loan for complex reference and materials requests
 - H. Register new library borrowers and issue borrower cards; update borrower records where appropriate.
 - I. Shelf materials and maintain shelf order as assigned.
 - J. Receive and discharge items returned; receive fines/fees when appropriate.

- K. Inspect items as received for damage; follow through with lost and damaged materials procedures as appropriate.
- L. Prepare notices of overdue items and selected circulation-related reports when directed.
- M. Answer and route telephone calls as received from the public.
- N. Schedule public use of the computers, and assist with public use of technology.
- O. Plan and implement programs for all ages with the approval of the Library Director.
- P. Maintain orderly appearance of library by designing exhibits and keeping surfaces neat.
- Q. Perform opening and closing, including computer back-up, lock-up and alarm setting.
- R. Prepare for staff meetings, take notes and disseminate information to staff after meetings.
- S. Work with the media and community organizations to publicize and write press releases for library events. Design flyers and publicity brochures for events.
- T. Assist in preparing and overseeing youth craft activities; assist children in the Summer Reading Program.
- U. Maintain an appropriate professional appearance.

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.

These duties shall be performed appropriately in accordance with the decisions and policies of the Library Trustees, and with respect and maintaining the confidentiality of the records of the library and its users as required by State, Federal and Local Laws.

The Assistant Librarian will educate self in the Library's policies, practices, procedures, rules, regulations, and agreements as required by the Director; participate in continuing education through classes and conferences as approved by the Director.

V. **SUPERVISORY RESPONSIBILITIES:** Overseeing the activities of the circulation staff, including training new staff. In the absence of the Director and the Assistant director, the Assistant Director 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 and customer service experience required. Master's Degree and/or library experience preferred. Complete the Mass. Board of Library Commissioner's Basic Library Training course, offered in four once-yearly segments, or demonstrate alternative education or experience in the four areas covered, as approved by the Director.
- B. Working knowledge of the library rules, regulations, agreements, practices and policies as they pertain to the daily operation of the library.
- C. Knowledge of the legal responsibilities of employees.
- D. Capacity to provide services for people of all ages and levels of ability.

- E. Demonstrate strong interpersonal communication skills, as well as effective oral and written presentation skills. Ability to write business documents and reports.
- F. Technical proficiency in computer use including ability to master the library’s database management software; Internet searching; social media; commonly used computer software; wireless access issues; working knowledge of various digital materials platforms such as Ipad, Kindle, Android, IOS or other current digital and electronic material delivery systems.
- G. Ability to read and comprehend both written and oral instructions and to respond appropriately as required.
- H. Physical strength and dexterity required to handle informational items and boxes up to 25 pounds in weight, and to transport book carts; physical ability to put items in order on high or low shelves; ability to stand for several hours at a time.
- I. Experience with work- related decision making using judgment and initiative.
- J. Be able to pass a CORI check as defined by the designated CORI officer in the Town of Chilmark.

VII. POSITION GRADE LEVEL: Grade: _____ 35 hours per week
 Grading Date: _____

APPROVED BY: The Board of Library Trustees Date: _____ Chair: _____
 Janet Weidner

RECOMMENDED BY: The Human Resource Board Date: _____ Chair: _____
 Jennie Greene

APPROVED BY: The Board of Selectmen Date: _____ Chair: _____
 Warren Doty