

## Assistant County Librarian

**Job Description:** This is a professional position that performs administrative and supervisory work assisting the County Librarian in the administration of the programs and operations of the county library system. This employee assumes the duties of the County Librarian in her/his absence, may be assigned as a department supervisor in a public service or technical service area, and performs related work as apparent or assigned. Work involves frequent public contact and is accomplished in accordance with Fontana Regional Library (FRL) policies, guidelines, and procedures. Work may involve driving a library vehicle. Work is performed under the general direction of the County Librarian.

### Job Duties

*Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the job. Descriptions are not intended to reflect all duties performed within the job. Any one position may not include all listed duties.*

1. Assists the County Librarian in the management, supervision, and administration of the libraries within the County.
2. Reviews and recommends training and development for library staff and volunteers.
3. Ensures compliance with federal, state, and local laws, regulations, and codes, as well as all FRL system policies and procedures.
4. Maintains confidentiality and privacy of protected information.
5. Keeps the County Librarian informed on personnel issues as they affect the operations of the library.
6. Coordinates the planning, delivery, and promotion of the county library through the development of marketing materials, use of social media, and community outreach.
7. May oversee the development and delivery of public services at the county library.
8. Provides specialized research assistance to patrons.
9. May oversee collection development for the county library.
10. May oversee technical services activities for the county library.
11. Works at a public services desk on a regular basis.
12. Coordinates preparation of reports and statistics for county library service.
13. Coordinates security and maintenance of the county library facility.
14. Participates in preparation of county library system budget.
15. Participates in local and regional fundraising activities.
16. Collaborates with other departments to identify funding sources and develop and manage grants.
17. Works collaboratively with the County Librarian to bolster support for library service from local government and library boards.
18. Works with local library support organizations to develop and maintain citizen interest and participation in the growth and development of the county libraries.
19. Establishes and maintains viable relationships with community agencies and institutions; develops partnerships to enhance library system awareness and promote services.
20. As a member of the regional supervisory team, participates in information sharing, leadership training and development, and tactical planning.
21. As a member of the strategic planning committee, participates in planning, implementation, and evaluation of long and short-term goals and objectives.
22. Supports organizational goals and objectives by participating in library system, community, and statewide collaborations.



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23. Maintains current knowledge of trends and innovations in the library field.
24. May be required to perform work assignments concurrently.
25. Responsible for maintaining a safe and secure working environment.
26. Evening and weekend work required.
27. Some travel required.

### Qualifications

*The qualifications listed below are representative of the competencies and training required to perform this job successfully*

#### Knowledge, Skill, and Abilities:

1. Thorough knowledge of public library principles and practices.
2. Thorough knowledge of library circulation, catalog, and Dewey Decimal Classification systems.
3. Thorough knowledge of current reading trends and interests of diverse populations.
4. Thorough knowledge of specific needs of service population.
5. Knowledge of effective employee supervisory techniques and practices.
6. Knowledge of marketing techniques.
7. Knowledge of federal, state, and local labor laws.
8. Knowledge of leadership, motivation, team-building, and conflict resolution practices.
9. Expertise in planning and organizing work, and handling interruptions.
10. Ability to accurately count money.
11. Ability to give attention to detail.
12. Proficiency in effectively communicating orally and in writing.
13. Ability to effectively work with diverse populations.
14. Possess excellent interpersonal skills including tact, courtesy, and discretion.
15. Ability to take direction.
16. Ability to consistently use good judgment.
17. Ability to work as a member of a team.
18. Expertise in working independently and exercising initiative.
19. Ability to work well under pressure.
20. Proficiency in using a variety of library equipment and technology.
21. Proficiency in effectively using various computer applications.
22. Possess a current driver's license valid in the State of North Carolina.

#### Education and Experience:

1. Master's Degree in Library Science from American Library Association accredited library school required.
2. Three years of public library experience required.
3. One year of professional public library experience preferred.
4. Three years of customer service experience required.
5. Two years of supervisory experience required.
6. North Carolina Public Librarian Certification desirable.



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### Physical and Environmental Conditions

*These conditions are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job functions.*

1. Work requires physical effort in the handling of materials, boxes, tools, book trucks, or equipment up to thirty pounds in non-strenuous work positions.
2. Work requires normal range of human positions and movement including standing, walking, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, stretching, lifting, pulling, pushing, and sitting.
3. Work requires good hand dexterity and coordination for computer and other related duties.
4. Work requires clarity of speech, hearing, and vision to enable the employee to communicate effectively with coworkers and the public.
5. Work environment involves everyday risks or discomforts that require normal safety precautions.
6. Must occasionally deal with unruly or potentially dangerous individuals in library facilities.