



## **Dudley-Tucker Library Assistant Director**



**Department:** Dudley-Tucker Library  
**PG 3/Tier 1**  
**Division:** Library  
**FLSA Status:** Non-Exempt  
**Reports to:** Library Director

*Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.*

### **General Summary:**

This is a full-time, non-union, 40 hour, 52 weeks per year non-exempt position.

Coordinates the main circulation desk, adult circulation and reference and young adult non-fiction collections of the Library. Assumes full responsibility of Library operations in the absence of the Library Director.

### **Supervision Received:**

Works under the general supervision of the Library Director who outlines general policies, provides consultation on a regular basis, reviews work for conformance with required standards, and evaluates work in terms of effectiveness of results. Performs many duties independently using own technical judgement.

### **Supervision Exercised:**

Supervises Library staff in absence of Library Director. Directly supervises Children's Librarian.

### **Essential Job Functions and Responsibilities:**

- Performs circulation desk duties for all patrons, including charging and discharging Library materials, registering new patrons, and answering questions on a variety of subjects.
- Processes interlibrary loans, contacts and obtains materials from other libraries, serves as contact person for other libraries.
- Assists patrons in doing research, in the use of the Library's catalog and reference materials, in locating Library materials, and in making photocopies, printing, and faxing.
- Shelves and maintains Library materials. Helps weed the collection as necessary.
- Maintains computer and patron files.
- Orders Library supplies.
- Prepares overdue material notices by mailing notices and making phone calls to patrons; prepares overdue reports; collects overdue fines and materials.
- Supervises and trains Library Aides, Library staff PG 2 and below.
- Manages and maintains adult circulation, adult reference and young adult non-fiction collection.
- Develops and executes/facilitates adult and teen programming with Library Director.

### **Other Job Functions:**

Performs other related duties as required.

### **Knowledge, Skills and Abilities Required:**

Knowledge of library principles, practices and procedures and tools; knowledge of library systems. Thorough knowledge of the Library's collection; knowledge of community's needs and interests. Knowledge of modern office equipment, including computers. Ability to organize the Library's programs and services; ability to read and write English; ability to speak and write effectively; basic math skills; ability to maintain effective working relationships with patrons, the community, coworkers, and other Town departments; ability to organize data and keep clear and accurate records.

**Qualifications Required:**

Three (3) years of progressively responsible experience in a library, including some supervisory experience; degree in Library Science preferred; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

**Working Conditions:**

99% Inside, 1% Outside. Work is performed under the following conditions:  
 Duties require sufficient mobility to work in a typical office setting and use standard office equipment, sustained posture in a seated position for prolonged periods of time.

**Physical Activity Requirements:**

<b>Lift:</b> up to 10 lbs: Occasionally Required; 11-25 lbs: Occasionally Required; 26-50 lbs: Not Required; Over 50 lbs: Not Required	<b>Bending:</b> Occasionally Required.
<b>Carry:</b> up to 10 lbs: Occasionally Required; 11-25 lbs: Occasionally Required; 26-50 lbs: Not Required; Over 50 lbs: Not Required	<b>Reaching:</b> above shoulder height: Occasionally Required; at shoulder height: Occasionally Required; below shoulder height: Occasionally Required
<b>Push/Pull:</b> Occasionally Required.	<b>Twisting:</b> Occasionally Required

**Sensory Requirements:**

<b>Talking:</b> Necessary for communicating with others
<b>Hearing:</b> Necessary for receiving instructions and information
<b>Sight:</b> Necessary for performing job effectively

**Licensure/Certification Requirements:**

None.

**Summary of Occupational Exposures:**

Some exposure to cleaning fluids and copy machine toner.

***EEO Statement:*** The Town of Raymond provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to age, sex, race, creed, marital status, familial status, physical or mental disability, or national origin. In addition to federal law requirements, the Town of Raymond complies with applicable state and local laws governing nondiscrimination in employment in every location in which it has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

**Signatures:**

This job description has been approved by all levels of management:

Town Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Finance Director: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

*Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.*

Employee: \_\_\_\_\_ Date: \_\_\_\_\_