

**Newbury Public Library**  
**Assistant Director/ Public Services Librarian**  
*January 2023*

**Position Purpose:**

The purpose of this position is to assist the Director in performance of duties, with an emphasis on providing first-line interface with patrons of the Newbury Public Library by performing the duties as detailed below. The Assistant Director will provide a full range of library services to patrons.

**Essential Functions:**

- Assist Library Director in developing, coordinating, and prioritizing annual and long-range goals and objectives for the library in accordance with the policies of the Trustees and with federal, state, and local laws and guidelines. Assist Library Director in maintaining records pertaining to day-to-day operations.
- Assumes responsibility for library operations in Director's absence.
- May assist Director in community relations, selection, and training of new staff, evaluating staff, managing volunteers, and following volunteer best practices.
- Greet, assist, and refer library users according to their needs; perform a wide range of clerical public contact duties.
- Using the library's automated circulation system, perform circulation functions including checking materials in and out, processing holds, registering borrowers, informing patrons of the status of their accounts, and conveying and enforcing library policy.
- Handle interlibrary loan requests, both for patrons on an individual basis and for book groups, including helping with title selection, tracking interlibrary loans, and ensuring books are ready to distribute at each meeting. Procure materials from colleges and public libraries nationwide as necessary. Keep detailed records of loans, and handle returns and overdue notices.
- Answer reference questions and conduct research as needed. Assist patrons in using the electronic public access catalog and online databases. Refer patrons to other community organizations and functions that may provide additional assistance or support.
- Instruct patrons needing help on library computers. Help with personal devices used for downloadable books; troubleshoot and resolve issues with downloads as needed. Assist patrons using library equipment, including copier and fax machine.
- Refer library users according to their needs including the selection of library materials and e-materials. Provide readers advisory and bibliographies as requested.
- Maintain quality public relations, advising patrons of library programs, procedures, and policies.
- Process overdue books, contacting patrons and maintaining records.
- Participate in the cataloging and processing of books and other materials. This includes maintaining and updating the on-line catalog.
- Work with the Director to keep the library's collection current. Advise the Director about materials that need replacement. Stay current on book reviews by evaluating review

journals, publishers' catalogs, and other online professional resources to supplement the collection and the weeding of materials.

- Work with the Director to organize the collection to best suit patron's needs and create displays to garner interest in particular materials.
- Focus on developing diverse children's, juvenile and young adult's collections by evaluating review journals, publisher's catalogs, and other online professional resources.
- Assist in the maintenance of the website and social media pages, including the creation of digital content.
- Keep abreast of current trends in library services, including digital use of library tools.
- Apply for grants and work with the Director, the Foundation, the Friends of the Newbury Public Library and/or the Trustees on grant applications.
- Plan/assist with adult and children's programming, as needed.
- Participate in professional organizations. Attend regional and state meetings and workshops that have relevance to the operations and services of the library. Attend workshops, meetings and conferences as initiated by self or suggested by the Director.
- Serve as an advocate for the library among the public, the Trustees and other town/school officials and organizations.
- Perform additional duties as assigned.

*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. No priority is intended in the order of these functions.*

### **Supervision**

The Assistant Director will work under the supervision of the Library Director, with latitude for independent judgment and action, and under the policy direction of the Newbury Library Board of Trustees.

### **Workplace Responsibilities:**

- Work is performed under typical office and library conditions; the noise level is moderate. Essential functions are regularly performed without exposure to adverse environmental conditions.
- Apply appropriate judgment, discretion, and professional office protocols to safeguard all library confidential and restricted information including patron information and information related to personnel and pending organization changes.
- May serve as sole librarian on duty at times and will take responsibility for all library operations during that shift.

### **Recommended Minimum Qualifications: Education, Training and Experience:**

- Master of Library Science degree from an ALA-accredited university or equivalent preferred.
- Knowledge of library principles, methods, materials, and practices of library operation.

- Knowledge of the theories, objectives, principles, and practices of public administration as applied to a public library.
- Ability to offer patrons basic and intermediate help with technology devices, software, and apps
- Ability to use audio-visual technology, office equipment and library systems.
- Ability to perform routine work well; to follow instructions and to accept responsibility.
- Ability to effectively communicate in oral and written communications.
- Sufficient general knowledge of everyday library procedures to permit running the library in the Library Director's absence.
- Understanding of theories of child and adolescent learning and literacy development and their implications for library service.

*Physical Requirements:*

- Exert light physical effort in sedentary to light work. Work may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 25 pounds). Vision and hearing at, or correctable to, normal ranges are necessary. Ability to communicate orally.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Necessities of the Job**

- Library operating hours require some evening and weekend work.
- Regular attendance and punctuality at the workplace are required.
- Vacations shall be taken by the Assistant Director only with the pre-approval of the Library Director.
- Direct contact with the public, both children and adults.
- Performance of related work as required, directed or as the situation dictates.
- Hiring is contingent upon a criminal background check.

**Salary commensurate with experience and training**

*(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the job change.)*