

**TOWN OF LEDYARD
ASSISTANT LIBRARIAN II – ADULT SERVICES**

GENERAL STATEMENT OF DUTIES:

The Assistant Librarian II – Adult Services; is responsible for the operation of one of the library buildings of the and also provides specialized professional services. These services may include such things as budgetary input, grant writing, and evaluating library services and staff.

SUPERVISION RECEIVED:

The Assistant Librarian II – Adult Services is supervised by the Library Director.

SUPERVISION EXERCISED:

The Assistant Librarian II – Adult Services supervises the staff and the volunteers in the library to which assigned and in the absence of the Director, will be in charge of the library.

ESSENTIAL JOB FUNCTIONS:

- Oversee the operation of the library building and equipment
- Give work assignments to staff at the circulation desk
- Train new staff in library procedures and the use of the library's circulation system
- Provide reference and reader's advisory for patrons
- Arrange interlibrary loans for patrons
- Provide instruction in and/or assistance with technology and library equipment to staff and library users
- Assist with the evaluation of staff
- Interpret library policies and procedures
- Monitor patron behavior and conduct
- Assist with the selection of materials for the collection
- Prepare press releases detailing adult activities and programs
- Provide collection maintenance such as weeding and shelf reading supervision
- Assist with circulation duties as needed including checking books out to patrons, discharging returned materials, entering patron data into the computer, collecting fines, clearing patron records, placing holds, and renewing items
- Oversee the return of material to proper locations, providing assistance if needed
- Attend meetings as required
- Secure the building at closing
- *Supports the Library social media presence and update content on the Library's website in accordance with the Town's Social Media Policy"*

ADDITIONAL DUTIES:

- Plan and implement adult programs
- Develop community awareness of library materials and services
- Help to plan and implement staff development programs
- Attend continuing education workshops and conferences
- Resolve library equipment malfunctions

- Recommend possible grants and assist with grant writing
- Schedule the facility for library programs and outside meetings
- Other duties as required

******The duties listed above are intended only as illustrative 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.******

QUALIFICATIONS PROFILE

Knowledge, Skills, and Ability:

- Knowledge of the principles and practices of public library functions
- Knowledge of the principles and practices of public administration as applied to a public library and the use of computers in libraries
- Ability to administer the activities of a public library and to supervise the work of others
- Knowledge of print and online resources
- Ability to establish and maintain effective working relationships with superiors, subordinates, officials of other agencies, and the general public
- Ability to communicate orally and in writing

Education, Experience, and Training:

This position requires a four year college degree preferably in Library Science plus three years of progressively responsible library experience. Supervisory experience is preferred.

Physical Demands:

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk; sit; bend or twist; stoop or crouch; use hands, fingers, wrists, or perform repetitive motions; handle/feel objects or controls; and reach with hands and arms. The employee must occasionally walk, climb stairs to various levels, and lift and/or move up to 25 pounds. The employee must maintain continuous visual acuity including close vision, the ability to focus, and hand-eye coordination. The employee must maintain normal auditory ability and the ability to communicate conversationally and by phone.

The employee must be free from mental and physical disorders which would interfere with performance of duties as described, and have the ability to maintain composure with the public and coworkers in everyday stressful and emergency situations.

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

Adopted by the Ledyard Town Council on December 13, 2017.

DRAFT: 6/14/2023

Revised 06/2017; 03/2023

Kevin J. Dombrowski, Chairman