

TOWN OF WAYLAND POSITION DESCRIPTION

Title: Assistant Director, Library

Department: Library

Appointing Authority: Board of Library Trustees

Affiliation: Wayland Library Staff Association

Grade: L-7

Personnel Board Approved: 8/1/11

Summary of Duties

Professional work in directing library technology initiatives and in assisting the Library Director with managing and administering the operations, services and programs of the Wayland Public Library in accord with the policies established by the Board of Library Trustees and the Town.

Supervision Received

Works under the administrative direction of the Library Director; may receive supervision from the Board of Trustees in the absence of the Library Director.

Supervision Exercised

Supervises library department heads and directly supervises reference staff.

Job Environment

Performs work under typical library conditions with frequent interruptions; work schedule requires evening and weekend work; work environment can be busy and challenging at times; may be subject to abrupt schedule changes to solve technology-related problems.

Has frequent contact with the library patrons, vendors, staff, Town employees, and area libraries. Contact with the public is to be courteous and may require patience, tact and understanding.

Maintains computer networks, hardware, software and peripherals; operates standard office equipment.

May be required to visit and inspect any portion of the facility.

Errors could result in poor service to patrons who could receive inaccurate information, time loss, confusion and delay, poor public relations, and failure to achieve program objectives.

Essential Functions

The essential functions or duties listed below 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.

Provides managerial support for the Library Director in administering library programs and policies; recommends to the Director policies, services, activities and improvements to operations; supports public relations and community outreach programs to promote the library's role in the community.

Provides managerial support to the Library Director in the general administration of Library operations; may act in the capacity of the absence of the Library Director.

Serves as the Library's technology administrator; serves as systems administrator for the Library's Local Area Network, including tasks related to security, installation, maintenance, backup, upgrade and troubleshooting.

Manages all computer-related Library equipment to include purchasing, installation, upgrades, troubleshooting, routine maintenance and software licenses; researches and purchases technology for new library initiatives; stays abreast of library technology trends and security concerns.

Working with Library Director, develops Library technology goals and objectives in concert with technology budget.

Trains staff training in the use of hardware, software, and current library automation software; writes documentation on the use and maintenance of library hardware and software.

Serves as the technology liaison with the Town and the Minuteman Library Networks.

Schedules and supervises staff at the reference desk.

Trains part-time reference librarians with regards to in-house reference services for patrons to include Readers' Advisory services; develops training for the public and staff on the use of electronic resources such as library catalog, subscription databases, and on-line learning tools; provides service to patrons at the reference desk.

Under the direction of the Library Director, analyzes community needs, selects materials for both print and electronic reference collection; represents Wayland at the Minuteman Library Network Reference Committee.

Organizes and leads book discussions and regular book groups for members of the public.

Maintains cooperative working relations with patrons, Town departments, vendors and individuals engaged with the Wayland Library.

Performs other duties as required.

Recommended Minimum Qualifications

Education:

Bachelor Degree; Master of Science degree in Library and Information Science.

Experience:

Minimum of five years library experience.

Experience supervising in a library environment.

Extensive experience working in a Library network and software environment.

Knowledge, Ability and Skills:

Thorough working knowledge of all public library operations.

Broad knowledge of literature and reference sources.

Thorough knowledge of library technology networking, hardware systems and software programs.

Understanding and appreciation of archival work, local history collections, and preservation of materials.

Superior attention to detail and the ability to produce detailed and accurate technical documentation.

Ability to use and evaluate a wide array of electronic subscription databases.

Ability to troubleshoot and solve technology-related problems.

Ability to plan, organize, and direct library operations.

Ability to work independently, and accomplish tasks despite frequent interruptions.

Ability to establish and maintain effective working relationships with employees, supervisors, vendors, officials, and members of the public.

Skill in using online databases, collection development, cataloging, classification and grant writing.

Excellent oral and written communication skills.

Physical Requirements

Occasional light physical effort required to perform duties under typical library conditions. Occasionally required to lift items and equipment weighing up to 30 pounds and to kneel, bend, stoop, crouch and twist. Must have manual dexterity to operate, maintain and repair a variety of computer related equipment. Ability to sit for periods of time, and to talk and listen.

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 requirements of the job change.