

COFFEY COUNTY LIBRARY ASSISTANT BRANCH DIRECTOR

General Job Description: Approved 3.23.23

Under supervision of Branch Director, serving library patrons directly and indirectly. The position may have supervisory and decision-making responsibilities.

Hours: Non-exempt for purposes of Fair Labor Standards Act

Specific Duties

- Plan, organize and conduct library programs and services
- Plan and implement displays as assigned by Branch Director
- Supervise staff in absence of Branch Director
- Assist in training, scheduling and directing work of Library Assistants as assigned by Branch Director
- Provide information and recommendations that can be used for materials selection
- Supervise and train staff on interlibrary loan processes and request and supply interlibrary loan materials
- Assist in collection and organization of branch statistical and financial reports
- Assist with maintenance of building and grounds and advising Branch Director of needed actions and performing routine custodial functions when no custodian is present
- Conduct library tours and present outreach to local groups in coordination with the Branch Director
- Perform circulation desk procedures including but not limited to manual processes and computerized checking in and out of materials, registration of borrowers, placing and supplying holds, entering magazine holdings, changing status of barcodes, printing lists and searching
- Conduct reference interviews and assist patrons with on-site, telephone and e-mail information searches in print and electronic formats
- Assist patrons in selecting reading materials through knowledge of authors and types of literature
- Schedule public meetings and computer use according to library policies
- Provide basic instruction to patrons on specified equipment, library software and databases
- Interpret library policies to the public
- Notify patrons about interlibrary loan items, holds and other library services following appropriate procedures
- Perform basic diagnostic troubleshooting and security measures on computers
- Assist with collection maintenance such as inventory, shelving and shelf reading by approved library filing techniques and the Dewey Decimal system
- Withdraw, repair and recondition library materials as directed
- Maintain standard ledger sheet and circulation reports
- Perform overdue procedures as directed
- Assist with branch supplies inventory

- Adhere to safety procedures
- Serve on library committees as assigned by the Administrator

Knowledge and Abilities

- Ability to plan, organize and carry out a program in coordination with the Branch Director
- Ability to supervise staff
- Knowledge and understanding of general literature and of basic library principles, procedures, technology, goals and philosophy of services
- Ability to plan, organize, and supervise the work of library employees in coordination with Branch Director
- Ability to demonstrate and promote positive customer service techniques such as smiling and making eye contact with each person, conducting a reference interview, honoring confidentiality and guiding requestor to various sources to respond to expressed needs
- Knowledge and experience with a variety of computer software and applications and the ability to use equipment such as calculator, copy machines, fax machines, laminator, audio-visual equipment, and digital devices
- Ability to identify problems and opportunities, review possible alternative courses of action and utilize information and resources for recommendations to Branch Director
- Ability to communicate effectively with staff and the public while maintaining positive public relations in person, by phone and by e-mail in a professional manner
- Ability to conduct a reference interview and identify resources to match needs
- Ability to interpret library policies and procedures to library assistants and the public
- Ability to use basic word processing and spreadsheet software and manage computerized files
- Ability to alphabetize, use library filing rules and the Dewey Decimal system
- Mathematical ability sufficient to assist in the preparation of routine statistical and financial reports
- Ability to operate library business machines and computer resources which require knowledge of databases, search methods, policies and protocols
- Ability to comprehend and follow instructions in written and verbal form from supervisor
- Ability to make change in U.S. currency
- Ability to maintain skills through continuing education

Physical Requirements of the Position with or without Reasonable Accommodation

- Flexibility - Sitting, standing, walking, climbing, stooping, bending, twisting and reaching
- Talking and Hearing - use of the telephone, speaking with the public
- Vision - far vision at 20 feet or further; near vision at 20 inches or less
- Maneuvering Materials - 50 pounds or less
- Handling - processing, picking up and shelving materials
- Fingering - typing, writing, filing, sorting, shelving and processing materials
- Pushing and Pulling - objects weighing 60-80 pounds on wheels
- Mobility - travel to meetings outside the library

Mental Requirements

- Analytical Skills - identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions
- Problem-Solving Skills - develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; and refer problems to the library director when necessary

- Planning & Organization Skills - develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals
- Creative Decision-Making - effectively evaluate or make independent decisions based upon experience, knowledge or training, without supervision
- Computation Skills - understand comparative pricing and statistical reports
- Communication Skills - effectively communicate ideas and information both in written and verbal forms in a professional manner
- Reading Ability - effectively read and understand information contained in memoranda, reports, bulletins and electronic information databases
- Ability to Comprehend and Follow Instructions - effectively follow written and verbal instructions from supervisor
- Mathematical Ability - calculate basic arithmetic problems (addition, subtraction, multiplication and division) without the aid of a calculator
- Time Management - set priorities to meet assignment deadlines
- Workplace Behavior - courteous to coworkers, work effectively in shared workspace, value diverse work styles, accept and give constructive criticism in a positive manner and be sensitive to personal habits that impact coworkers

Environmental / Working Conditions

- Primarily inside work environment
- Flexible work hours; frequent evening and weekend hours

Equipment Used

- Computer, printer, calculator, copy machine, fax machine, telephone, laminator, audio-visual equipment, and digital devices relevant to the branch

Preferred Education and Experience

- BA/BS degree from accredited institution
- Associate Degree from an accredited institution
- Two years of experience in a supervisory or customer service position
- Advanced computer skills in word processing, spreadsheet and Internet applications
- Internet searching experience
- Previous library experience