

Public Services Assistant Director

(Exempt from FLSA regulations)

Nature of work:

Under the supervision of the Public Service Director, the Public Services Assistant Director will oversee and evaluate professional and assistant librarians and perform all duties related to public services including but not limited to programming and collection development. The Public Services Assistant Director will substitute for the Public Service Director in her absence when necessary.

Essential Responsibilities:

As Public Services Assistant Director:

1. Supervises professional librarians and assistant librarians.
2. Schedule the professional librarians and assistant librarians work hours and responsibilities.
3. Create a weekly public service desk schedule and activities bulletin.
4. Schedule the annual library calendar of events and manage existing event calendars.
5. Responsible for content and updates of the UMFPL electronic and print communications tools (i.e. UMFPL website, social media, UMT newsletter, email blasts).
6. Responsible for assisting with the development of library collections within the annual operating budget.
7. Recommend and promote new and existing library services, collections, and events.
8. Supervise the preparation of timely reading list, bibliographies, and book displays.
9. Plan and facilitate special projects related to library events, advocacy and outreach activities.
10. Create promotional materials for fundraisers, special events and new materials.
11. Represent UMFPL at MCLINC or Montgomery County District meetings as assigned.
12. Responsible for coordinating the following library services & events including but not limited to:
 - a. Sunday Cinema
 - b. AARP Partner programs (Tax-aide, Driver Safety)
 - c. All Ages Summer Reading Club
 - d. Computer Instruction
 - e. Adult Book Discussion Group
 - f. Adult Writers Group
 - g. Family Zone
13. Perform other duties as assigned.

As a Reference Librarian:

1. Provide reference assistance of both print and electronic resources to patrons.
2. Provide computer and technical assistance to patrons and staff.
3. Conduct basic printer and photocopier troubleshooting.
4. Process AccessPA interlibrary loan materials.
5. Proctor exams and process related paper work as directed.
6. Assist with the development of both the print and non-print collection within the annual operational budget.
7. Assist with deselection of the collection on a regular basis.

8. Assist in monitoring the behavior and conduct of library patrons.
9. Develops and coordinates new programming for all ages
10. Other professional duties as assigned.

Physical Demands:

- Frequent walking, standing (upwards of two hours at a time) and sitting.
- Position involves lifting and carrying at least thirty (30) pounds and the ability to push at least one hundred (100) pounds on wheels.
- Extensive bending, stooping, pulling, reaching, handling and feeling.
- Manual dexterity; ability to operate computer keyboard and mouse.
- Good vision; correctible to 20/20 and in color.
- Clear speaking voice and good hearing.

Job Specific Requirements:

1. **Knowledge:** This position requires a working knowledge of library principles, organization, and operations.
2. **Skills and Abilities:** Excellent public service skills. A working knowledge of using computers and other technologies for a wide-range of purposes. The ability to perform a variety of duties without supervision, to communicate orally and in writing, to follow written and verbal instructions; ability to establish and maintain effective working relationships with coworkers, supervisors and the public.
3. **Education and Experience:** A Master of Library and Information Science degree is required. *Excellent* computer skills required including experience with WordPress, Excel, and Publisher. Minimum of three years of progressively responsible experience in a public library setting.

General Requirements for All Library Employees:

- Ability to project workplace image of specific job title.
- Ability to adapt to change.
- Ability to develop and maintain positive working relationships with co-workers.
- Ability to comprehend and follow library policies and procedures.
- Ability to develop an awareness of library-wide operations.
- Ability to exercise good judgment at all times.
- Ability to meet physical requirements of specific job title.
- Participates in monthly staff, department and management team meetings

Work Shifts: This is a 40 hour per week position (paid lunches) and requires at least two evenings a week and a minimum of two Saturdays per month.

Compensation: \$51,000 annual salary with generous comprehensive benefits package.

ADA/EOE

**Email a cover letter and resume (pdf format) with the subject “OPEN POSITION”
to cgilmore@mclinc.org by Thursday, November 30, 2017.
Please include contact information for three professional references.**