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707 North Superior Street
Emmetsburg, Iowa 50536
Phone (712) 852-4009

JOB TITLE: Assistant Director

REPORTS TO: Library Director

SUPERVISES DIRECTLY: Hourly staff in routine jobs or in the absence of Director

PURPOSE FOR THE POSITION:

To serve as the Outreach Services Coordinator and Circulation Manager for the library; to assist the Library Director and the Youth Services Director in the smooth operation of the public library and assist its patrons in person, by telephone, fax, computer, e-mail, and/or outreach services.

ESSENTIAL RESPONSIBILITIES:

1. Answers routine inquiries and refers persons requiring additional assistance to Library Director or Youth Services Director.
2. Aid in general technical services, be familiar with entire collection, maintain continual surveillance of overdue materials and compile lists of patrons to be notified of reserved or overdue items.
3. Supervise collection of circulation statistics and assist clerks with circulation.
4. Assist Library Director in the ordering of materials and supplies, perform routine reports.
5. Answer telephone, answer questions, provide requested directions.
6. Supervise scheduled outreach services to community care facilities, hospital, jail, preschools and the homebound by surveying needs, selecting materials, preparing collections and transporting to and from institutions or homes, with pay for mileage.
7. Share with the Youth Services Director in the regular change of displays, bulletin boards and notices.
8. Manage Interlibrary Loan requests for patrons, demonstrate the library's databases, and attend classes to update skills.
9. Act as reader's advisory to patrons, relay messages and follow up.
10. Assist the Library Director in the development and maintenance of the library's website.

*Disclaimer: The intent of this job description is to provide a representative summary of the major duties and responsibilities of the position. Incumbent may be required to perform other job-related tasks other than those specifically presented in this description.

11. In the temporary absence of Youth Services Director supervise children's Library area.

TO DO THIS KIND OF WORK YOU MUST BE ABLE TO:

1. Be flexible.
2. Work accurately in specified duties, including proof-reading.
3. Use computers efficiently and accurately.
4. Use computer programs such as spread sheets, word processing, library automation software, fax and copy machines.
5. Use the telephone courteously, speaking clearly and distinctly and listening attentively.

PHYSICAL DEMANDS

1. Reshelve books and other materials at various heights.
2. Adequate vision and hearing to do the job.
3. Be able to read rules, regulations, instructions.
4. Be able to communicate well with the public and use telephone effectively.
5. Work well as a team member.

SPECIFIC VOCATIONAL PREPARATION:

1. Some college and/or library experience preferred.
2. Be well acquainted with at least one genre of literature.

REQUIRED LICENSURE

1. A valid driver's license is required for this job.
2. Within two years of hire, a State Library of Iowa Library Staff Endorsement is required and must be maintained in a timely manner throughout employment.

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Adopted: July 2003; Reviewed: January 2006, March 2009, February 2014; July 2020, June 2024; Amended: June 2016, May 2021

Scheduled for Review: May 2027

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