**White Lake Community Library**

**Position Description**

**Assistant Director/Reference Nonfiction Assistant Librarian**

**2017**

**Summary**

Participates in the operation of the community library with particular emphasis on customer service, collection development and management. Functions as the library director in the absence of the director.

**Supervision Received**

Work performed is under the direction of the library director.

**Supervision Given**

Supervision is exercised over the library Aides and Sub pool involving some coordination with other adult staff members and Director.

**Responsibilities and Essential Duties**

An employee in this position may be called upon to do any or all of the following:

**Customer Service:**

1. Assists customers at the circulation desk and through the use of print materials and databases.
2. Assists Internet users.
3. Assists customers with on-line catalog use.
4. Provides computer trouble shooting assistance.
5. Assists customers on the phone.
6. Assists customers with interlibrary loans.
7. Assists with opening/closing procedures.
8. Performs related work as required.
9. Book sale assistance.
10. Plans/executes 4 fire drills/year

**Collection Development:**

1. Orders all reference and nonfiction materials, using appropriate selection guidelines
2. Responsible for the disbursement of the reference and nonfiction budgeted funds.
3. Responsible for the selection of used and purchased gift donations to the reference and nonfiction areas.
4. Responsible for Thank You notes for donations made for her area.
5. Inputs purchased and gift reference and nonfiction items and prepares items for circulation.
6. Responsible for shelf reading and weeding the reference and nonfiction collections, and for the orderly appearance of this area.
7. Builds and maintains the genealogy/local special collections, including scanning projects.
8. Reviews donated books for sale as “Book Treasures” or to vendors.

**Management:**

1. Oversees training and supervision of library Aides and Subs.
2. Works with the library director to implement library goals, and meets with the director on a regular basis
3. Assists with staff scheduling
4. Assists in planning for staff meetings
5. Manages the library in the absence of the director, including attending library board meetings in the director’s absence
6. Prepares weekly income deposits & data spreadsheets

**Weekly Number of Hours for this Position**

An employee in this position would work up to 35 hours per week, or up to 70 hours per two week pay period.

**Benefits**

An employee beginning in this position would receive vacation as outlined in the revised Personnel Manual, which was approved by the library board on January 2012. No vacation may be carried over to the next year. The current employee falls under the 1998 transfer agreement from the City of Whitehall.

An employee in this position would receive sick time (1 hour for every 20 hours worked) with an accumulated maximum of 24 days based on their 5-day work week.

**Current Pay**

$15.30 per hour

**Evaluation**

Reviews are held annually by the Library Director.

**Desirable Qualifications for Employment**

An employee in this position should have the equivalent of the following training and experience:

1. Preference will be given to some college training.
2. Able to work effectively with the public and other staff members.
3. Must be a team player.
4. Able to train and supervise the work of others.
5. Excellent written and verbal communication skills.
6. Reasonable knowledge of library operations, practices and procedures.
7. Skill in the use of computers and standard office equipment.