**CITY OF BIG RAPIDS**

**NOTICE OF VACANCY**

Any City of Big Rapids employee qualified and interested in the full-time at-will job listed in this NOTICE is invited to submit an application. The application form is available at the Human Resource Office. This position will be open until filled with review of applications to begin October 15, 2015.

CLASSIFICATION: Assistant to the Library Director

SALARY RANGE: Starting Salary: $34,500-$38,000 DOQ

TRAINING PERIOD: Six Months

**Assistant to the Library Director**

**Supervised by:** Library Director

**Supervises:** Subordinate Library personnel as assigned

**Position Summary:**

Under the supervision of the Library Director, coordinates circulation processes and oversees activities at the circulation desk. Enforces circulation policies, processes overdue notices and encourage the return of materials; assists in the preparation of new materials for use in the library; maintains day-to-day library activities and assist in preparing reports using available microcomputer systems. Assists the Library Director in various administrative matters and performs related work as required.

**Essential Job Functions**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Assists the Library Director in the general operation of the library, including planning, organizing, developing and administering library services, operations and programs.
2. Coordinates, schedules and facilitates the staffing of the circulation desk.
3. Assists in supervising current staff, volunteers and community service workers. Trains new personnel.
4. Prepares needed reports on circulation and daily activities.
5. Prepares cash receipts for transfer to the Treasurer’s Office. Prepares money for deposit.
6. Assists in maintenance of the materials database.
7. Provides basic information and reference services. Staffs information desk providing reader’s advisory and reference.
8. Acts as person-in-charge in absence of Library Director if so directed.
9. Assists in handling and processing complaints.
10. Coordinates and facilitates interlibrary loan procedures.
11. Advises library patrons about library services, resources, and the use of the library.
12. Attends all Library Board meetings. Records and transcribes Library Board minutes.
13. Prepares monthly expenditure ledger.
14. Processes new/replaced materials and assists with removal of outdated and unused material.
15. Assists with technology applications, desktops and devices.
16. Participates in Library programs. Suggests new programs and help with planning, implementation and funding of these programs.
17. Participates in civic events and community activities, especially those related to libraries and literacy.
18. Updates library website and social media platforms.
19. Available after hours and weekends to provide access to library for community scheduled events and programs.
20. Performs related duties as required.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

* A Library Technicians Degree or a Michigan Certificate of Library Experience or a Bachelor’s Degree preferred.
* Two years of prior experience in a library work environment preferred.
* The City, at its discretion, may consider an alternative combination of formal education and work experience.
* A Michigan Library Level 4 certification must be obtained within one year of employment.
* Knowledge of library collection classification and selection techniques.
* Knowledge of the public’s interests, needs and expectations regarding the library.
* Knowledge of current information technology and how it can be applied to improve library operations and services.
* Skill in administering library services to best serve the public.
* Ability to communicate effectively and present ideas orally and in writing.
* Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, Library Board members, professional contacts, other administrators and the public.
* Demonstrated skill and experience in the use of office equipment and technology, including Microsoft Suite applications and the ability to master particular software programs utilized by the Library.
* Ability to maintain records and prepare reports on the operation of the library, and its programs, collection changes, funding options, and other related issues.
* Ability to work effectively under stress and changes in work priorities.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate with others in person and on the telephone. The employee is frequently required to review and produce written and computerized documents. The employee is frequently required to access and retrieve books, periodicals and other materials that vary in weight, size and shape and may be located at heights ranging from floor level to over head level. The employee is frequently required to access various locations within the library building and attend meetings in locations away from the library. The employee must frequently lift and/or move items of light to moderate weight.

While performing the duties of this job, the employee regularly works in an office setting within a public library. The noise level in the work environment is usually quiet.