

PIEDMONT REGIONAL LIBRARY SYSTEM

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

JOB TITLE: Assistant Manager

SCHEDULE: May be assigned any hours, including evenings and weekends

JOB SUMMARY: The Assistant Manager is responsible for assisting the Library Manager in all aspects of library service. In the absence of the Library Manager, the Assistant Manager will assume responsibility for library operations and represent the library at meetings as needed.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Assists in managing daily operations of a library location in cooperation with PRLS policies and procedures
- Serves as an alternate point of contact between library and outreach partners
- Helps supervise, train, and evaluate branch staff
- May schedule public service staff to ensure adequate coverage
- Serves as a front-line supervisor, setting examples of customer service standards
- Cooperates with Library Manager in representing the Library to Board, Friends, and the public
- Oversee the deposits of fines/fees with Library Manager
- Coordinates maintenance of library physical plant and front grounds with appropriate staff and Director
- Collaborates with management in collection development duties such as selecting materials and weeding damaged or outdated materials from the collection

Assists patrons in the public area of the library by:

- Registering patrons electronically and maintaining correct records in the patron database
- Suggesting and finding resources in the print collection
- Electronically checking out books and other materials to library patrons
- Instructing in the use of library electronic resources such as the PINES catalog and GALILEO
- Instructing in the use of public computers
- Instructing in the use of the photocopier, printer, and other equipment

Maintains a welcoming, organized, and vibrant environment for patrons by:

- Assisting with opening and closing procedures as assigned
- Checking shelves regularly to maintain order
- Keeping public areas neat and orderly
- Preparing displays

Contributes to the workflow of physical materials by:

- Electronically checking in books and other materials returned by patrons
- Receiving and processing books and other materials for patron requests
- Sorting and shelving books and other library materials

Develops professional skills by:

- Keeping up with current developments in the field
- Participating in in-house staff development opportunities
- Independently seeking opportunities to enhance job knowledge

May also:

- Research and apply for grants for programs, materials and services
- Assist with meeting room reservations
- Process passport applications

QUALIFICATIONS:

- Knowledge of professional practices, theories, and procedures of public library management
- Commitment to providing highest levels of library service for all patrons
- Ability to direct, supervise, motivate and evaluate personnel in public service areas
- Aptitudes and skills in public library programming for all ages
- Skill in meeting and working effectively with the public
- Capable of reasonable self-direction
- Computer and Internet skills
- Oral and written communication skills
- Able to push loaded book trucks up to 100 pounds and carry stacks of books up to 35 pounds
- Able to stand and be on feet for several hours at a time
- Able to meet the schedule of the job including some evenings and weekends
- Knowledge of or ability to learn PINES automated library system
- Knowledge of or ability to learn the Dewey Decimal Classification System
- 4-year college degree required. Relevant experience in library and/or retail field preferred.
- Master's Degree in Library Science and/or library management and experience preferred.

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