

**Madison Library
Assistant Librarian
Job Description**

Summary of responsibilities:

Under the supervision of the Library Director, performs professional and technical work in operating and maintaining the public library.

Immediate Supervisor: Library Director

Supervises: Staff Substitute and Volunteers in conjunction with the Director

Job Qualifications:

Knowledge of public library principals, methods, techniques, procedures and reader interests, and the ability to translate these into everyday operations. Knowledge of current library technologies and applications. Ability to give friendly, expert service to patrons of all ages and walks of life. Possesses initiative, sound judgment, tact, courtesy, and can communicate effectively with patrons and staff. Has the ability to prioritize and focus to give the best possible service to patrons and meet the needs of the institution.

Ability to lift up to 40 pounds, and agility to reach both the highest and lowest shelves in the library.

College education required or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Must be able to work evenings and Saturdays.

Characteristic duties and responsibilities:

- Maintains good relations with public, staff, and volunteers
- Assists Director in formulation of library goals, policies and procedures.
- Assists Director in developing and reviewing procedures
- Has working knowledge of the varied and complex systems used for the operation of the circulation desk. Manages overdue materials and interlibrary loan requests, delegating when appropriate
- Is familiar with the library collections and with online and community resources in order to assist public
- Greets and assists patrons, and handles all aspects of the library operation
 - Is responsible for opening and closing the library
 - Contributes expertise to collection development by reading and evaluating reviews, patrons' requests, and popular trends and selecting books for the collections.
 - Weeds, withdraws and repairs books as needed
 - Shelves materials neatly and precisely
- Assists public with the operation of the library's public access devices. Troubleshoots basic computer problems, and advises Director on library's technological needs
- Seeks ongoing training and professional reading to keep technological competencies up-to-date
- Makes recommendations for improvements in services and collection
- Manages library operations and facility in the absence of the Director, handling daily monies, opening and closing procedures, and staff and patron questions
- Plans and sets up displays and maintains the physical facility

- Attends workshops, meetings and conferences as appropriate
- Performs additional duties as assigned and as needed

Background check: Since Assistant Librarian will be working with children, a background check will be made for candidates being considered for this position.

Approved: January 18, 2012 by the Board of Trustees