



## JOB DESCRIPTION

Position Title: Assistant Manager

Classification: 10

Supervisor Title: Technical Services Manager

FLSA Status: Exempt

## REQUIREMENTS FOR ALL EMPLOYEES

1. Ability to work pleasantly and effectively with staff, patrons, supervisor and others.
2. Ability to work accurately in a changing and varied environment, and with frequent interruptions.
3. Ability to communicate clearly.
4. Ability to use various technologies to complete work.
5. Ability to follow library policies and procedures.
6. Ability to work independently and productively.
7. Ability to understand, practice and demonstrate the library's Standards of Excellence for Public Service.

## POSITION SUMMARY

Under the supervision of the Technical Services Manager, this employee serves as the Assistant Manager of the department. The Technical Services Assistant Manager is in charge of the Technical Services department in the absence of the Manager. The Technical Services Assistant Manager works not only as a cataloging librarian, but also works closely with other areas of the department, including acquisitions, serials, and the discarding of material.

Specific responsibilities/functions will be assigned by the Technical Services Manager on the basis of experience, skills, and specific needs of the department.

## REQUIREMENTS FOR THIS POSITION

1. Ability to plan, organize, and carry out tasks and long-term projects.
2. Ability to comfortably handle risk and uncertainty.
3. Thorough knowledge of general library philosophy, including the *Library Bill of Rights*, and the ability to transform that knowledge into daily practice in the fulfillment of responsibilities.
4. Maintains an awareness and understanding of products, services, and current trends and issues in library practices.
5. Working knowledge of library computer software systems.
6. Ability to see fine detail.
7. Ability to judge, evaluate, review, edit and analyze information.
8. Ability to catalog and classify a wide variety of materials.

## EDUCATION/EXPERIENCE REQUIRED

1. Masters of Library and Information Science from an ALA accredited school.
2. Minimum of five years professional library experience involving library Technical Services.
3. Thorough knowledge of the overall components of Technical Services, including library materials acquisitions, processing and discarding.
4. Working knowledge of cataloging rules and procedures.
5. Working knowledge of the Dewey Decimal classification system and Library of Congress subject headings, along with the fundamentals of classification and subject access theory.
6. Working knowledge of library related technology, including integrated library systems, and trends.

## ESSENTIAL FUNCTIONS

1. Trains, evaluates, disciplines and supervises staff in absence of department manager.
2. Serves as second in charge in the Technical Services Department.
3. Helps to develop strategic goals, policies, and procedures for the Technical Services Department.
4. Works in conjunction with the Technical Services Manager to motivate and train staff; provides guidance and assistance to staff with daily work activities as required.
5. Develops and implements training initiatives.
6. Assists the Manager in the timely workflow of materials from time of acquisition to final processing, for repair and for ultimate withdrawal, donation or discard.
7. Reviews and evaluates OCLC records for assigned collections; compares information on the OCLC record information with the actual item and cataloging standards to verify if cataloging information is complete and accurate and complies with the consortium's standards; expands, changes, adds and deletes information in order to produce accurate records.
8. Creates original cataloging for material with no matching OCLC record.
9. Classifies materials according to the Dewey Decimal classification system, ANSCR or local classification schemes, and performs re-classification when necessary.
10. Creates and edits or deletes items records.
11. Serves as Librarian in Charge by interpreting and implementing library policies and working closely with the security monitors to resolve issues.
12. Participates in appropriate local, state, and national professional organizations.
13. Develops and maintains technology skills.
14. Participates in library wide and consortium committees.
15. Participates in relevant training, continuing education and/or professional development.
16. Performs other duties as assigned.

## PHYSICAL REQUIREMENTS

1. Frequent sitting, standing, walking.
2. Lifting 35 lbs., bending, stooping, climbing, pushing, pulling up to 75 lbs., reaching, handling, and fine manipulation skills.
3. Vision: near, far, color and hearing.

Created 10.2018, updated 3.2019