**Job Description**

Position Title: Assistant Manager

Classification: 10

Supervisor Title: Reference 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 Reference Manager, this employee serves as the assistant manager of the department and supervises the clerks The Reference Assistant Manager provides professional reference services, participates in collection development and management, develops and presents programs, and participates in staff training and mentoring.

Specific responsibilities/functions will be assigned by the Reference 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 understating of products, services, and current trends and issues in library practices.
5. Working knowledge of library computer software systems.
6. Thorough knowledge of reference sources, collections, services and trends.
7. Develops and maintains technology skills in order to assist patrons.

## EDUCATION/EXPERIENCE REQUIRED

1. Masters of Library and Information Science degree from an ALA accredited school.
2. Minimum five years professional library experience.
3. Experience in collection development, programming, and customer service.
4. Working knowledge of library related technology, including integrated library systems, and trends.

## ESSENTIAL FUNCTIONS

1. Hires, trains, evaluates, disciplines, and supervises clerks.
2. Serves as second in charge of the Reference Department.
3. Helps to develop strategic goals, policies and procedures for the Reference Department.
4. Works in conjunction with Reference 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. Monitors the collection budget for the Reference Department and mentors staff in selection and collection management.
7. Identifies, explores, and tracks reference service trends and training opportunities.
8. Provides professional reference service to patrons.
9. Selects materials for assigned areas of library’s non-fiction collection; Uses Collection HQ and other tools to weed and maintain collection.
10. Serves as Librarian In Charge by interpreting and implementing library policies and working closely with the security monitors to resolve issues.
11. Plans, develops, produces and evaluates programs and services to meet the reference/discussion needs of adults.
12. Participates in appropriate local, state, and national professional organizations.
13. Develops and maintains technology skills.
14. Participates in library-wide committees.
15. Participates in relevant training, continuing education and/or professional development.
16. Performs other duties as assigned.

## PHYSICAL REQUIREMENTS

1. Frequent sitting, standing, and 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.