**CHARLOTTE COUNTY LIBRARY**

Job Title: **Assistant Librarian**

**Summary:**

The Assistant Librarian, under the direction of the Library Director, assists with the activities necessary for the successful operation of the Main Library, including circulation, reference and referral, readers’ advisory, interlibrary loan, collection development, public relations, and other activities as needed. The Assistant Librarian also helps to support the operations of the branch libraries.

The Assistant Librarian is a full-time, 40 hours/week, salaried position, with benefits commensurate with other salaried county employees.

**Duties:**

- Opens and securely closes facilities during operating hours.

- Performs circulation activities, including checking materials in and out, registering new patrons, placing and filling requests, collecting fines and fees, and pursuing overdue materials.

- Provides reference and referral service, in person and over the telephone, to assist patrons seeking information, both in locally held materials as well as outside and electronic resources.

- Provides readers’ advisory service, and assists patrons with locating materials in the building, or in other locations within the system.

- Assists in the development of the library collection by making recommendations for materials acquisitions and withdrawals.

- Oversees the distribution of new library materials to the branch libraries, and the periodic rotation of materials between library locations.

- Manages the interlibrary loan service.

- Oversees and maintains the patron registration file for the entire library system.

- Assists in the management of the overdue process, and in efforts to recover overdue materials.

- Maintains daily counts of required statistics, and records statistics promptly and accurately.

- Oversees the use of public-access computers. Assists patrons with computers, as appropriate.

- Shelves, organizes, and straightens to maintain order in the library materials collection.

- Maintains and organizes files, supplies, and equipment needed for the operation of the library.

- Organizes and straightens, in general, to maintain the overall appearance of the library building.

- Assists with public relations and fundraising efforts.

- Participates in the Saturday rotation, working Saturdays at the Main Library on a regular basis.

- Maintains open communication with the Library Director, library staff, Friends of the Library, and others, for the successful operation and promotion of library services.

- Assumes responsibility for the library system operation, in the absence of the Library Director.

- Other duties as determined by the Library Director and the Library Board.

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**Supervisory Authority:**

- Assists the Library Director in supervision of the library staff. Assists staff with proper interpretation and implementation of established policies and procedures. Assists with recruitment, training, and scheduling of library volunteers.

**Qualifications:**

- The ability to establish effective working relationships, with staff and with the public, in a friendly, tactful, efficient, and helpful manner.

- Excellent oral and written communication skills.

- Good organizational skills, and the ability to prioritize.

- A commitment to public service.

- A genuine enthusiasm for books and reading, lifelong learning, and a love for working with people of all ages, positions, and backgrounds.

- A general understanding of basic public library operations.

- The ability to maintain a proper level of confidentiality in all patron and staff communications and transactions.

- The ability to work alone comfortably and securely.

- The ability to work independently, and to exercise initiative and independent judgment.

- The ability to learn and follow established procedures with minimal supervision.

- Flexibility to adapt to rapidly changing - and unpredictable - conditions and situations in the public working environment.

- The ability to understand the principles and the intent underlying established library policies, and the judgement to apply policies in a flexible manner in dynamic and unpredictable situations.

- Fluency with computer hardware, computer programs, and the ability to master new and emerging information technologies.

- The ability to work with standard office equipment, including telephones, copy machines, keyboards, calculators, etc.

- The ability and willingness to assume and fulfill additional responsibilities on short notice.

- The physical abilities to: see and read clearly, up close and at a distance ; hear clearly, when others are speaking in normal tones ; maintain the necessary level of physical activity, including the continuous handling and moving of books and other library materials, over the course of an 8-hour day ; lift containers of library materials up to 30 pounds, and push wheeled carts of materials up to 100 pounds ; reach materials located at high or low locations ; sit at a desk, or stand on foot, for extended periods of time.

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