**TOWN OF SEYMOUR**

JOB DESCRIPTION

*Seymour Public Library*

## *Assistant Head Librarian*

## GENERAL STATEMENT OF DUTIES:

Under the general supervision of the Library Director, assists in developing, administering and coordinating library services. Areas of responsibility include management of circulation, acquisitions and cataloging functions. Also responsible for personnel records, financial accounting, and purchasing all materials and supplies.

## ESSENTIAL DUTIES & RESPONSIBILITIES:

* Supervision of acquisitions and cataloging including staff training in these areas. Incumbent must have advanced knowledge and skills in public librarianship, particularly relating to cataloging, personnel administration and accounting practices.
* Manages library operations in the absence of Library Director
* Manages the video collection.
* Coordinates installation and monitoring of the library computer networks –public computers and the staff Bibliomation network.
* Creates monthly statistical reports reflecting activities in circulation, network and individual library loans, additions and withdrawals within the collection and monthly expenditures in library endowment and town budget lines.
* Performs all banking functions and organizes invoices for Library Director to review. Cuts checks and notifies Board members who sign off on all endowment accounts.
* Serves as resource person for questions regarding the status of expenditures and receipts.
* Monitors condition of the building and grounds; informs Library Director of the need for maintenance.
* Develops general policies concerning staff and service initiatives with the Library Director; member of the senior staff planning team.
* Represents the library on professional committees and serves on the circulation desk as needed.
* Under the general supervision of the Library Director, assists in developing, administering and coordinating library services through the management of the library computer systems
* Serves as technical liaison to the Bibliomation network and in this capacity is responsible for maintaining the ongoing operation of the library computer networks.
* Maintains library’s website
* In addition to the essential duties and responsibilities, the employee will be required to perform any other duties assigned by his or her supervisor.

## SUPERVISION RECEIVED:

* Works under the direct supervision of the Library Director.

## SUPERVISION EXERCISED:

* Supervises library staff and activities in the absence of Library Director.

**QUALIFICATIONS:**

## KNOWLEDGE, SKILL, AND ABILITIES:

* Knowledge of public library principles and practices.
* Extensive knowledge and experience in all areas of library services.
* Demonstrated ability to supervise the work of others.
* Excellent ability in oral and written communication.
* Experience in short and long range planning.
* Experience with Microsoft computer programs and one integrated library system.
* Ability to establish and maintain effective working relationships with supervisors,

subordinates, associates, officials of other agencies and the public.

## EXPERIENCE AND TRAINING:

* Four year degree and three or more years of progressively responsible library experience.
* An equivalent combination of education and experience will be considered.
* Master’s degree in Library Science is preferred.

**REVIEW PROCESS:**

* Essential duties & responsibilities will be reviewed directly with employee’s department head in an annual meeting scheduled each January
  + All changes to job essential duties & responsibilities must be approved and signed off by First Selectman, Department Head, & employee following a meeting outlining the changes proposed and reasons why.
* The First Selectman, in conjunction with the employee’s department head and HR, will conduct an annual employee performance review each January and mid-year review each July.
  + A formal, written report on the employee’s performance will be completed by the First Selectman and the Department Head. The employee must sign off on the report (to show receipt of a copy, not agreement with the evaluation) and a copy will be placed in the employee’s personnel file.