

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY
MANAGEMENT JOB DESCRIPTIONS

POSITION: Assistant Manager

REPORTS TO: Library Manager

DEFINITION: This employee reports directly to the Library Manager. In addition to the responsibilities of the Librarian, the incumbent is responsible for the Adult programs and activities, scheduling Reference duties, and supervising Reference staff. The incumbent works closely with the Library Manager and is responsible for the management of the building in the absence of the Library Manager. The incumbent upholds Board of Trustee policies and all management decisions.

ESSENTIAL FUNCTIONS

- Meets and exceeds customer expectations by competent, attentive, friendly and professional customer service.
- Same essential functions as Librarian; and in addition:
 - Oversees Adult programs and activities in the agency
 - Oversees all areas of Adult collection development and budgets
 - Oversees Home Delivery Selectors and co-ordinates problem solving with the Outreach Associate
 - Oversees Meeting Room scheduling

MANAGEMENT:

- Responsible for management of the agency when the Library Manager is not present
- Schedules staffing for agency, including vacation and other leave requests
- Responsible for scheduling reference duties
- Prepares and conducts performance appraisals of Reference staff
- Responsible for supervising Reference staff, including hiring, training, scheduling, evaluating, and taking appropriate disciplinary actions as required
- Assists Building Manager in overseeing building maintenance
- Verifies and signs time sheets in the absence of Library Manager

ADDITIONAL DUTIES

- Same as Librarian; and in addition:
- Attends meetings in the absence of the Library Manager
- Performs other duties as deemed appropriate or necessary by the Library Manager

QUALIFICATIONS:

ALA accredited MLS. Diversified library background, which includes automation and electronic resources. Varied reading interests. Membership in professional organizations desirable.

KNOWLEDGE AND ABILITIES:

Thorough knowledge of CLEVNET, NEO-RLS and WEPL policies and procedures. Demonstrated supervisory and interpersonal skills. Good organizational skills. Ability to meet deadlines. Personal computer experience. Ability to work days, evenings, and weekends as required.

EQUIPMENT AND EFFORT REQUIRED:

Must have a reliable means of transportation to and from work and to attend workshops, conferences, and meetings. Ability and manual dexterity to operate personal computers and keyboards, printers, telephone and other office and technology equipment. Ability to move items and materials up to 30 pounds in weight. Prolonged periods of standing, bending, stooping, and walking may be required.

I have read this job description and discussed it with the Library Manager.

Employee's Signature

Date

Manager's Signature

Date