

Lincoln Parish Library

Job Description

Position

- Assistant Director of Public Services (C: exempt)
(Full time 40 hours)

Responsibilities

- Performs any job duty necessary to provide exceptional library service to all library users
- Manages the operations and staff of the User and Information Services department (8.7 FTE)
- Interprets and enforces Library policies.
- Acts as daily/closing and weekend supervisor on a rotating basis
- Assists in development of adult materials collections
- Acts as a staff liaison to the director and is acting director in the absence of the director
- Along with supervision and running of the department, the basic job duties relate to traditional roles of library circulation and research and readers services. These include, but are not limited to:
 - Creates and updates patron records and registrations
 - Processes new and replacement library cards
 - Check-in and check-out library materials
 - Places requests on materials for patrons and calls patrons concerning requests
 - Cleans and inspects AV materials
 - Processes and mails overdue and lost notices
 - Reads and straightens shelves in assigned range
 - Collects overdue fines and other charges from patrons
 - Answers incoming calls, handles patron requests or problems, directs calls to proper departments
 - Checks and empties book drops
 - Shelves library materials
 - Answers reference questions and performs readers' advisory services
 - Instructs and advises patrons in using the online catalog, digital services, and various technologies
 - Monitors and assists patrons using public computers, the Internet, and print management systems
 - Opens and closes the department
 - Performs bibliographic searches and assists patrons in locating materials
 - Performs interlibrary loan duties
 - Assists with library classes and events
 - Conducts tours of the library

- Plans and supervises library classes and events, including creating and presenting content, securing necessary supplies, and marketing
- May supervise particular activities or perform specific tasks as assigned by the director

Qualifications (Requirements for application)

- Hold a bachelor's degree *or have current or past enrollment in higher education
- Demonstrated history of library use and advanced library research and technology skills
- Library work experience (*years of experience can offset highest education level)
- Knowledge of popular authors, works of literature, and genres.
- Knowledge of popular culture, including movies, current events, and technology trends
- Experience in managing a diverse staff
- Exceptionally skilled in positive customer service
- Able to keep a professional demeanor in stressful situations
- Ability to meet, interact with, and serve people of all ages
- Must be able to hear, comprehend, and respond to patrons of all ages both in person and on telephone
- Willingness to initiate interactions with users
- Ability to communicate effectively, both verbally and written.
- Ability to operate basic business machinery, especially Microsoft Office products
- Ability to work a flexible schedule, which includes nights, weekends, and special shifts as needed
- Must be able to perform duties with prolonged standing and walking
- Ability to bend at the waist, retrieve and shelve materials on low shelves, and lift 20 pounds

Preferred Qualifications (Assures applicant consideration)

- Hold a Master of Library and Information Science degree or equivalent
- 3 years of library experience in an administrative function
- 5 years of library experience in staff management
- Knowledge of current library trends, services, and issues.

Classification/Salary

Assistant Director

Hiring range: \$19.84-22.77/hour depending on qualifications and experience