

Position Purpose:

This position performs supervisory, administrative and professional work assisting the Library Director to implement the goals and programs of the library and oversee daily operations. Performs all other related work as required.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Assists with personnel management. Coordinates staff training, authorizes overtime, allocates temporary staff resources, reviews requests for leave, creates job postings, recruits and interviews job candidates, understands and adheres to union contracts and manages staff conflict.
- Executes projects assigned by the Director or self-directed.
- Provides Hatch Makerspace Management with budgetary oversight and supervision of Hatch Coordinator.
- Supervises library IT staff and works closely with City IT and contracted IT vendor to provide reliable IT and technology systems.
- Recommends annual personnel budget for temporary employees to Library Director, monitors personnel, office supplies and printing line item budgets, and recommends and monitors budget for Hatch Makerspace programming and supplies.
- Prepares information and gathers statistics for the Annual Report and other reports as requested by the Director.
- Provides support and guidance to staff managing service challenges and patron complaints.
- Creates training, onboarding, policy, procedures and other operations documentation.
- Works with the Director of Public Buildings and Custodian Supervisor to maintain facilities.
- Attends monthly meetings with Library Board of Trustees.
- Assumes additional responsibilities in the absence of the Director.
- Oversees volunteer, recruitment, and training projects.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:**Education, Training and Experience:**

Master's Degree in Library Science; five years of progressively responsible experience in library administration including supervisory experience; or an equivalent combination of education and experience.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the principles and practices of professional library work and library trends and service issues. Knowledge of the organization and management of library operations. Knowledge of information technology, hardware, software, database administration, and the client/server environment.

Ability: Ability to develop and maintain effective working relationships with staff, patrons and community organizations. Ability to communicate effectively both orally and in writing. Ability to work independently and meet deadlines.

Skill: Strong planning, organizational and management skills. Excellent written and verbal communication skills, and customer service skills. Proficient with advanced computer software and application skills.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, minimum physical effort is generally required to perform duties in typical office conditions. This position is regularly required to sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms as in picking up paper, files, and other common office objects and equipment. Employee may occasionally lift and/or move objects weighing up to 30 pounds. Vision and hearing at or correctable to normal ranges.

Supervision:

Supervision Scope: Performs varied and responsible duties requiring a thorough knowledge of departmental operations and the exercise of judgment and initiative to independently perform duties, complete assigned tasks, supervise staff, and analyze the facts or circumstances surrounding individual problems.

Supervision Received: Works under the administrative direction of the Library Director.

Supervision Given: Supervises four full-time staff and two part-time staff. Supervises the Library in the Director's absence.

Job Environment:

- Work is performed under typical office and library conditions and work environment is moderately noisy; occasionally may be required to work outside of normal business hours. The employee attends evening meetings as is on call to respond to emergency situations.
- Operates computer, calculator, copier, facsimile machine, and other standard office equipment.
- Contacts are by phone, through correspondence in writing and email, and in person; contact is with town departments and staff, vendors, and other libraries and consist of an information exchange dialogue, discussing routine and complex issues.
- Has access to all department-related confidential information, including personnel records.
- Errors could result in delays or loss of services, damage to buildings or equipment and monetary loss or legal repercussions.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.