

## **Assistant Director Job Description Town of Chester Library**

**General:** The Assistant Director assists the director in operating an efficient and customer service oriented public library. The Assistant is responsible for circulation, maintaining the collection in fine working order and running library programs. The Assistant is a front-line service representative and therefore must always maintain good public relations with the patrons and volunteers.

### Circulation/Collection:

- Check materials in and out
- Tally daily circulation numbers
- Catalogue materials into automated system
- Re-shelve materials
- Maintain shelf organization and neatness
- Responsible for overdue notifications and fine collection
- Repair books
- Maintain ILL records
- Maintain request lists
- Issue library cards/maintain records

### Responsibilities to Patrons:

- Answer reference questions and assist as needed
- Assist with computer use (internet, databases, printing. work programs)
- Answer telephone
- Supervise volunteers

### Program Coordination:

Children	Preschool Story Hour
	Summer Reading
	Home Schoolers
	Holiday Parties
Adults	Reading Groups
	Special interest
	Friends' events

### Hours:

20 - 25 hours per week

### Minimum Job Requirements:

- \*A two-year college degree or the equivalent amount of school credits
- \*Previous experience in a service-related industry or community service area working with diverse groups of people
- \*Proven organizational skills
- \*Knowledge of the Dewey Decimal System and other library procedures
- \*Computer experience including knowledge of current software; internet skills and general computer operations
- \*Interest in creative pursuits

Adopted by the Board of Trustees 2/20/2001