

## **John G. McCullough Free Library**

### **Assistant Library Director Job Description**

#### **Summary:**

The Assistant Library Director supports the day-to-day operation and mission of the library by ensuring pleasant, fruitful experiences for visitors, callers, and querents. The Assistant Library Director ensures that the library is an informed, courteous, responsible member of interlibrary lending networks.

#### **About the John G. McCullough Free Library:**

Located in a beautiful, dynamic village in southwestern Vermont, the John G. McCullough Free Library has served the people living in the greater Bennington area for over a century. The library collection is approximately 22,000 physical items, boasts a growing digital collection, hosts a wide variety of public events, and serves over 3,300 active borrowers. The library enjoys a reputation for responsive, friendly, innovative service in a beautiful space, and has experienced an exciting surge of activity and use in recent years.

#### **A Little About You:**

- Passion for the role of public libraries as essential community hubs, as centers of learning and interpersonal connection, as transformative institutions which foster resilience, connection, and innovation.
- Passion for working closely with people of all ages and backgrounds with respect, courtesy, imagination, confidence, and enthusiasm.
- Warm, engaged, collaborative, imaginative, flexible, curious, and enthusiastic disposition; receptive and responsive to constructive feedback and guidance.
- Successful in cultivating positive, collaborative working relationships with colleagues, other libraries, and partner organizations.
- Capacity to multi- task and prioritize competing demands while remaining calm, positive, and service-oriented.
- Resourceful and self- directed; proactive and adept at anticipating organizational needs and priorities.
- Rigorous standards for personal and professional integrity.
- Maintains professional competency.

#### **Qualifications:**

- A Bachelor's Degree is required. A Master's Degree in any discipline is strongly preferred. If not already possessed, a willingness to obtain a Vermont Certificate of Public Librarianship is expected within one year of employment.
- Ability to adapt work schedule to cover for ill, vacationing, or otherwise unavailable colleagues.
- Excellent verbal and written communication skills; ability to speak and write compellingly about the Library's mission and its essential place within our community.
- Extremely comfortable using computers and able to safely guide visitors with computer operation and Internet questions to solutions. Comfortable using and answering questions about a variety of devices, operating systems, and apps.
- Proficient in Microsoft Office, Google Suite, and Zoom.
- Familiar with Canva graphic design software and principles of good design.
- Familiarity with popular social media platforms including, but not limited to Facebook, Instagram, and TikTok.
- Familiarity with library management systems, especially Koha and Aspen Discovery is strongly preferred.

### **Duties and Responsibilities:**

***Customer Service:*** Ensuring that visitors have a positive library experience is the top priority for each member of the Library's staff. All staff are expected to provide friendly and exemplary service to visitors and members of all ages. This includes:

- Learning, adhering to, and enforcing all library policies.
- Help maintain an inviting, attractive, safe, and comfortable environment for visitors.
- Check materials out to members, check in and return items to shelves.
- Monitor library clerk email account for activity and reply promptly to enquiries.
- Redirect calls and relay messages to other departments.
- Register and welcome new members.

- Facilitate and manage use of all public computers.
- Promote, inform and assist members and visitors in the use of the Library's online catalog and digital collections, including but not limited to Vermont Online Library, Universal Class, Kanopy, Beanstack, and Libby.
- Help maintain the library's social media accounts.

***Interlibrary Loan Responsibilities:*** Ensures that the library is a responsible, courteous lending partner. This includes:

- Assist with Interlibrary loan requests and shipments.
- Assist with CLOVER requests and shipments.
- Attend lending consortium meetings on the library's behalf.
- Assist with efforts to recover overdue items or replacement fees from members and other libraries.

***Supervision, Management, and Statistics Tracking:*** Ensures that the library is accurately tracking activity, that all staff have access to correct procedures, and helps ensure that library clerks, work-study students, and volunteers are successfully carrying out assigned tasks.

- Occasionally supervise and guide library clerks, work-study students, and volunteers.
- Maintain basic instructions for library staff on how to use Koha, CLOVER, and other software. Develop new guides when necessary.
- Maintain accurate records and statistics.

***Other:***

- Perform other duties as needed or assigned.
- Attend weekly virtual or in-person staff meetings.
- Commitment to professional development through attending continuing education opportunities is expected.
- Actively participates in the development and implementation of library programming and fundraising activities.

***Physical Requirements:*** The work is performed in an office environment, and in common spaces open to the public. 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.

- Frequent need to see, walk, sit, stand, talk, and hear.
- Ability to complete work while wearing a surgical grade mask.
- Occasional need to bend, stoop, kneel, and crouch.
- Dexterity to perform data entry on a computer, laptop, iPad, or other electronic device.
- Visual acuity sufficient to read print in 8-point font. Ability to view computer screens and work with details for extended periods of time.
- Hearing at or correctable to normal ranges.
- Ability to communicate effectively with members of the public and co-workers.
- Physical dexterity to reach shelves of various heights, push full book carts.
- Ability to exert up to 50 pounds of force occasionally and/ or up to 20 pounds of force frequently, and/or exert up to 10 pounds of force constantly to move objects.
- Ability to lift 10 pounds frequently. May need to re-shelve, read and retrieve materials at floor level and overhead.
- Ability to comply with health and safety guidelines.

**Hours:**

20 hours per week. Scheduled hours may vary, and will include Saturday hours. Ability to cover other staff members' shifts on occasion is expected.

**Compensation:** \$20 per hour.

**Please note:** this job description describes the general nature, tasks, responsibilities, and level of work to be performed; it is not meant to be an all-inclusive list of every responsibility, duty, and skill required for the position. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Equal Opportunity Employer.

To apply, email your resume and cover letter to [mclibrary@comcast.net](mailto:mclibrary@comcast.net).

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