



POSITION DESCRIPTION

Title:	Assistant Library Director	Department(s):	Library
Reports to:	Library Director	Location:	Whitewater Public Library
FLSA:	Exempt	Pay Grade:	Salary Resolution
Shift:	Various	Status:	Full-time
Bargaining Unit:	None	Date:	May 2025

JOB SUMMARY

This position is responsible for assisting the Library Director in administration and operation of the Library for the City of Whitewater, and to perform reference librarian duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary.

- Assist in selecting, interviewing, and hiring new employees.
- Provide instruction and training to all staff in circulation and public service duties and in use of library integrated automated circulation module; trains staff to use Local Area Network of personal computers and supervises public use of LAN. Train staff in specialized database searching techniques and procedures and computer operations.
- Supervise Library personnel on a daily basis and determine circulation staff duties and procedures.
- Conduct employee performance evaluations.
- Provide reference information and readers' advisory services ranging from elementary to in-depth research. Instruct patrons in Internet use.
- Research, review and select reference, special collections, and nonfiction materials in print and non-print forms; review, select and catalog adult materials.
- Perform all duties of Interlibrary Loan Librarian in their absence; research materials, search library holdings, generate requests, process materials and maintain database and statistics.
- Perform public relations duties including interpreting library policies, responding to patron complaints, and assisting staff with difficult situations.
- Receive and investigate employee complaints.
- Compile daily and monthly statistics and print reports.
- Attend professional meetings and continuing education classes and workshops.
- Plan and implement library programs for adults.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Respond to alert from security system.
- Perform other duties as required.

SUPERVISION RECEIVED AND/OR EXERCISED

- Ability to provide first line supervision.
- Ability to persuade, convince, and train others.
- Works under general supervision of the Library Director.
- Exercises general supervision over all library staff.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Master's degree in Library Science with three (3) years of related experience or any equivalent combination of education and experience that provides the requisite knowledge, skills and abilities for the position.

Language Skills

- Effective communication with patrons and staff in tactful, diplomatic, and friendly manner.
- Ability to communicate orally and in writing in English.
- Ability to train others. Ability to advise and interpret how to apply policies, procedures and standards to specific situations.
- Ability to analyze data and information using established criteria, in order to determine consequences and identify and select alternatives.
- Ability to compare, count, differentiates, measure, copy, record and transcribe data and information. Ability to classify, compute, tabulate, and categorize data.
- Ability to utilize a variety of advisory data and information such as City ordinances, directories, State statutes, procedures, guidelines, Library Board policies, labor agreements, professional standards and non-routine correspondence.

Mathematical Skills

- Ability to interpret basic descriptive statistical reports.
- Ability to perform cashier duties accurately.

Reasoning Ability

- Ability to work well under pressure and handle stressful situations, to organize work and set priorities, managing time and resources to meet deadlines and changing demands within the entire operation, perform duties with a minimum of supervision.
- Ability to organize work, programs, priorities.

Other Qualifications

- Ability to work effectively in cooperation with fellow employees as a member of the staff team.
- Substantial knowledge of basic computer operations, computer proficiency and experience and able to teach basic computer skills.
- Broad knowledge of subjects and authors for adult materials.
- Resourcefulness and creativity in approach to requests.
- Knowledge of operations and collection organization of libraries.
- Ability to work in and maintain an environment that deals with sensitive and confidential information.
- Valid state driver's license or ability to obtain one within four (4) months.

Physical Demands

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, the employee is required to spend extended periods of time interacting with library users. Communication requirements are to be able to successfully answer questions about library materials, services, programs, and the physical locations of materials, services, programs and.
- The employee must be able to identify materials and locate them in the library.
- Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as computer and other office machines, Integrated automated library computer system, microfilm equipment, audio and video equipment and/or materials used in performing essential functions.
- Ability to operate various pieces of office equipment.
- The employee is required to perform sedentary to light work, primarily in the handling and moving of physical materials
- Stamina, for example, to stand for prolonged periods up to eight hours in a shift. High energy to deal with the public for sustained periods while maintaining positive and enthusiastic communication.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is moderately quiet.
- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals and intimidation may cause discomfort and poses limited risk of injury.

The City of Whitewater is an Equal Employment Opportunity. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

SELECTION GUIDELINES

- Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.
- Nothing in this job description reflects management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above 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.
- The 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.

Employee Acknowledgment: _____ Date: _____

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.

Supervisor Date

Department Head Date

Human Resources Date

City Manager Date