



Franklin County Library System

WE CREATE LEARNING OPPORTUNITIES THAT LEAD TO PERSONAL DISCOVERY, GROWTH, AND ENJOYMENT.

JOB DESCRIPTION

POSITION: Assistant Director - Coyle Free Library

LOCATION: Coyle Free Library

REPORTS TO: Sr. Director of Information Services/Director of Coyle Free Library

Primary Duties & Responsibilities:

I. Management

- A. Assists Director with scheduling, training, evaluating, and supervising branch personnel, delegating responsibility as appropriate.
- B. Attends System managers' meetings when Director is unavailable.
- C. Manages room-scheduling software and assists those renting library spaces with their needs.
- D. Plans and implements programs and services based on the strategic goals of the library and system.
- E. Assists Director with scheduling and planning for general building maintenance needs, as requested.
- F. Works with supervisor to establish goals and plans for local library service.
- G. Serves customers throughout the library and at the reference and circulation desks on a regular schedule; provides additional service support as needed.
 1. Provides ready reference and readers' advisory services to patrons.
- H. Makes intermediate decisions regarding urgent matters in the absence of Senior Director of Information Services.
- I. Provides leadership and support during emergencies or other difficult situations

II. Public Relations & Consulting

- A. Actively gets to know the community by becoming involved in local organizations and initiatives.
 1. Partners with other community service agencies to provide maximum information service and library advocacy.
- B. Maintains public and community relations, including speaking to groups; giving library tours; responding to emails, mail, and phone calls; attending community meetings, including library board and Friends group meetings; calming difficult patrons, etc.
- C. Promotes library programs and events through print and social media.

III. Technology



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- A. Uses automated library management system to provide services to patrons.
- B. Assists patrons with the use of computers and software as needed.
- C. Participates in technology training and planning.
- D. Notifies technology staff of technology problems and needs.

IV. Other duties as assigned.

Required Qualifications:

- I. Pennsylvania Professional Public Librarian certification or ability to obtain certification within 6 months.
- II. MLS or MLIS from an ALA-accredited institution and at least 2 years of public library or reference experience.
- III. Excellent customer service, management, communication, conflict resolution, problem-solving, organizational, and time-management skills.
- IV. Proficiency with basic computer skills and design programs.
- V. Ability to speak, hear, see, sit, stand, kneel, crouch, climb, balance, grasp, reach above the shoulders, shelve and retrieve materials on standard library shelves, lift or move a minimum of 40 lbs, and push/pull a loaded book cart.
- VI. Must complete and pass all required clearances and background checks.
 - A. Pennsylvania Child Abuse History Clearance
 - B. Pennsylvania State Police Criminal Background Check
 - C. FBI Criminal History Clearance
 - D. Mandated Reporter Training

Preferred Qualifications:

- I. Bilingual.
- II. More than two years public library or reference experience.

Full-time position (35 hours per week), including morning, afternoon, evening, and weekend shifts. The pay rate is \$40,000/year. Additional compensation may be offered based on education, skills, and experience.

This job description is not, nor is it intended to be, a complete statement of all duties, functions, and responsibilities which comprise this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.