

**Town of Natick
Job Description**

Position Title:	Assistant Director Bacon Free Library	Grade Level:	2
Department	Bacon Free Library	FLSA Status	Non-Exempt
Reports to:	Director, Bacon Free Library		

Statement of Duties: The Assistant Director assists the Director in performing professional and administrative work including, but not limited to, scheduling, payroll and the payment of invoices; helps to manage all activities and services of the Library and assumes responsibility for the library in the absence of the Library Director. The employee also acts as Head of Children’s Services, and is responsible for outreach, programming, budgeting, collection development and the planning and implementation of services to children and the families of children.

Supervision Required: The employee works under the direct supervision of the Library Director

Supervisory Responsibility: In collaboration with the library director, the employee is responsible for the supervision of part-time library staff and volunteers and is directly responsible for part-time staff and volunteers in regards to the Children’s Department

Accountability: The employee is accountable to the Library Director for implementing policies and procedures as well as carrying out the mission of the Bacon Free Library.

Judgment: Work is performed based on policies, general principles, legislation, and standards in the field of Library Science. The employee exercises extensive judgment and ingenuity to develop new or to adapt existing methods and approaches for accomplishing objectives.

Complexity: This work involves a wide range of responsibilities, including the formulation of programs and objectives to achieve and maintain a high quality of library services for the Natick community.

Confidentiality: Discretion and integrity are required, especially in all sensitive matters involving personnel, patrons, trustees and library partners.

Work Environment: Work is performed in a general office environment. This position involves sitting, standing, working at a computer, climbing stairs, standing and walking to accommodate library users and library staff. Work hours to accommodate users, public programs, and night/weekend hours vary frequently.

Nature and Purpose of Contacts: Primary contact is with library patrons and the community of Natick, including children and the families of children. Makes frequent contact with local schools/educators and other community organizations who work with children. Other contacts

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are with library staff, Morse Institute Library staff, Natick Historical Society staff, vendors and facility maintenance personnel.

Occupational Risks: Typical for those found in a normal office environment.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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 the Director in planning, organizing, and administering the operations, programs, collections and services of the library.
- In the absence of the Director, responsible for all operations of the library, including staff supervision, responding to emergencies, and representing the library to the media and community.
- Plans, executes, and evaluates programs for children, young adults and their families.
- Partners with Morse Institute Library staff to develop, provide and promote children's programs and services to the Natick community.
- Evaluates, selects and maintains library materials for children which reflect a variety of diversified cultural and educational interests with an emphasis on diversity, equity and inclusion.
- Designs, prepares, implements, promotes, and evaluates a summer reading program in conjunction with the statewide reading program.
- Supervises staff and volunteers assigned to children's services.
- Provides community outreach and serves as liaison for community organizations, town departments, and local businesses who work with or provide services to children of all ages. Partners with such organizations to promote the library and its services.
- Oversees all public relations, promotional and publicity efforts for all media outlets for children's library services through press releases, outreach services, website, social media, printed brochures and fliers.
- Oversees maintenance and development of the library website using WordPress.

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- Represents the library and its services at public events, professional events, and in the community. Establishes effective working relationships with library staff, Morse Institute Library staff, Natick Historical Society staff, and other members of the Natick community in order to ensure the delivery of quality public library services.
- Maintains records of activities and prepares monthly reports for the Library Director concerning services and programs.
- Participates in local, regional, state, and national professional development opportunities as appropriate. Attends meetings of children's librarians and professional organizations for sharing of information and cooperative programming.
- Exercises extensive judgment, flexibility, ingenuity, and initiative.

Researches, implements and administers grant opportunities and activities.

- Participates in Minuteman Library Network as needed, and adheres to MLN policies.

Maintains a working knowledge of contemporary issues, trends, and technology in the library profession through professional development.

- Performs circulation duties such as patron registration, checking books in and out, and placing reserves. Assists patrons with problems on computers, printers and devices.
- Develops, organizes, markets and implements technology related programs and services. Suggests associated policies and creates instructional opportunities for staff and patrons.
- Performs other tasks as assigned.
- Required to work a variety of shifts, with some evening and weekend hours required.

Recommended Minimum Qualifications:

Education and Experience:

A Master's Degree in Library Science from an ALA accredited program is preferred.

Two years of supervisory experience in children's services, including book selection and programming is strongly recommended.

Any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job will be considered

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A degree in a related field such as early childhood education, elementary education or child psychology is a plus.

Knowledge, Abilities and Skill

Knowledge:

- Professional knowledge of a broad range of library science principles, concepts, techniques, and tools.
- Substantial knowledge of children’s literature, interests, development and services and ability to relate these to the needs of individual children.

Abilities:

- Ability to apply professional knowledge to the assessment and development of children’s services.
- Ability to supervise others, including training and evaluating performance.
- Ability to plan, organize, and direct special programs and services geared toward children.
- Ability to communicate effectively with children, adults, parents, and other caregivers.
- Ability to establish and maintain harmonious and effective working relationships with parents, school administrators, teachers, co-workers and other members of the community.

Skill:

- Strong technology skills including Word, Excel, Google Suites, Canva and WordPress. Social media skills a plus.

Physical and Mental 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 position’s essential functions.

Physical Skills:

- The ability to lift up to 30 pounds.

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Motor Skills:

- Motor skills needed for moving objects, operating a computer, copying and scanning documents.

Visual Skills:

- Ability to read, see, and differentiate between colors. Ability to read documents for general understanding and for analytical purposes on a daily basis. Ability to read a computer or mobile device daily.

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