

LINCOLN PUBLIC LIBRARY DISTRICT  
ASSISTANT LIBRARY DIRECTOR  
JOB DESCRIPTION  
AS OF MAY 16, 2019

SALARY FROM \$35,000.00 DEPENDING ON QUALIFICATIONS

KIND OF WORK: This position assists the Library Director in all of the Director's duties and responsibilities. This position serves as acting Library Director in the Director's absence. The other primary duties and responsibilities of this position are:

1. Supervisor of the Library's Technical Services
2. Serves as the Library's Electronic Resources Librarian

The position assists the Library Director in completing all duties, tasks, and responsibilities for the Library as required by the Illinois Compiled Statutes and the Board of Trustees. The position includes related work under the supervision of the Library Director as needed.

**RESPONSIBILITIES**

**ADMINISTRATIVE**

- Assist the Library Director in the administrative and managerial duties and responsibilities of the Library.
- Serves as acting Library Director in the absence of the Director.
- Supervises all Adult Services functions (collection development, reference, personnel, administration).
- Serves as the Library Board Recording Secretary; attends all regular and committee Board meetings.
- Conducts performance evaluations on the staff under this position's responsibility.
- Primary supervisor of the Circulation Desks' in both buildings (scheduling, timesheets, and time-off).

## TECHNICAL SERVICES

- Supervises the Technical Services of the Library for all print, non-print, and electronic materials including their ordering, receiving, classification, cataloging, processing, shelving, and recordkeeping.
- Responsible for the identification of bibliographic records for all Library materials, attaching that record to the item for inclusion into the Illinois Heartland Library System (IHLS) database.
- Maintains the Library's materials' ordering accounts with Amazon, Baker & Taylor, and all other materials' vendors.
- Serves as the Library's IHLS database manager. Serves as the Library's primary contact with IHLS staff regarding the database.
- Supervises the inputting, interlibrary loan, and patron recordkeeping responsibilities of the IHLS database.
- Complies with the IHLS continuing education requirement for cataloging certification (minimum 15 hours/year).

## ELECTRONIC RESOURCES

- Supervises the Library's existing electronic resources, services, collections, and subscriptions.
- Evaluates potential electronic resources, services, collections, and subscriptions for purchase/lease. These resources include (but are not limited to) eBooks, eMagazines, streaming video/audio/music, and digital content (such as newspapers, comics, language instruction, test preparation, etc.).
- Supervises the digitization of any portion of the Library's Local History & Genealogy collections.
- Develops the policies and procedures for the acquisition, evaluation, and selection of the Library's electronic resources, services, collections, and subscriptions.
- Serves as the contact person to the Library's web site vendor; serves as the administrator to the Library's social media sites, including design, functionality, content, and updates.
- Develops periodic technology assessments and plans based on the needs of the patrons and staff.

- Responsible for the technological competencies of the Library staff, including training and troubleshooting.
- Attends IHLS meetings as needed.

### **MINIMUM QUALIFICATIONS**

- BA or BS in Library Science or a related field; two years' experience in library work related to Technical Services; one year of experience in electronic resources, services, collections, and subscriptions for public libraries; Graduate work in Library Science or a related field can be substituted.

The state of Illinois is an “employment at-will” state and the Lincoln Public Library District is an “employment at-will” employer.

This position requires the ability to perform the basic physical activities associated with routine Library work.

**RESIDENCY REQUIREMENT: THE ASSISTANT LIBRARY DIRECTOR OF THE LINCOLN PUBLIC LIBRARY DISTRICT MUST ESTABLISH RESIDENCE WITHIN LOGAN COUNTY, ILLINOIS.**

**EOE**