

Assistant Librarian
W. B. Konkle Memorial Library

Basic Function

The Assistant Librarian is responsible to aid in the management and operation of the W.B. Konkle Library and its program of services per policies established by the Library Board. The Assistant Librarian works in close cooperation with the Librarian and serves as an advisor and as an active participant in management of the library daily. This position is directly accountable to the Librarian. This position is expected to work a minimum of 20 hours weekly.

Essential Duties and Responsibilities

- Directs library activities, operations and services as appropriate.
- Works during the library's public hours and performs activities required for the operation of the library.
- Greets the public in person and by telephone and responds to requests for assistance.
- Assists the Librarian with the selection, training and supervision of library staff and volunteers.
- Assists the Librarian with the selection of materials for the library collection per the library materials selection policy; maintains the collection through regular weeding, replacing, and updating.
- Exercise responsibility for adding materials to the database, updating the database as appropriate and coordinating requests for patrons and other libraries.
- Assist with the performance evaluations of department staff.
- Responsible for creating and contributing to a mutually supportive teamwork environment within the department, with residents, vendors and the community at all levels of authority using principles of good customer service.
- Must perform all aspects of job responsibilities with honesty and integrity.
- The position includes other duties that are a natural progression from that position's essential duties. The omission of specific statements of duties does not exclude them from the responsibility of the employee in the position if the work is similar, related, or a logical assignment to the position.

Essential Qualifications

- At a minimum, the Commonwealth of Pennsylvania Public Library Certification as a Library Assistant certification. Preferred would be the Provisional Librarian certification. Willingness to complete the required certifications may also be considered, but would need to be completed within two years from date of hire. Courses could include administration, book selection, cataloging and classification, and reference materials.
- Experience with library circulation systems and database and related computer systems.
- Demonstrated organizational skills, time-management and ability to establish priorities.
- Demonstrated ability to exercise independent judgment in decision-making.
- Working knowledge of Microsoft Office products; typing and computer skills are essential.

- Demonstrated ability to speak and write clearly and effectively.
- High degree of motivation, initiative, and resourcefulness.
- Demonstrated ability to interact in a positive and effective manner and to establish and maintain positive work relationships with the public, coworkers, and the Library Board
- Mandatory completion of Pennsylvania Act 34 and repeated as mandated.
- Valid Pennsylvania Drivers' license
- Pennsylvania State Police Criminal History check, as mandated
- FBI Criminal History check and fingerprints completed
- Continuing education credits as required for Commonwealth of PA Public Library Certification

Supervision

- Works under the direction of the Librarian and the Library Board and refers specific problems to the Librarian when clarification or interpretation of library policy or procedures as required.
- Assist with the supervision of part-time employees; oversees the work of volunteers.
- Performs responsible duties requiring a thorough knowledge of library operations and the exercise of independent judgment to make decisions concerning daily operations and the administration of the policies, goals, regulations, and statutory requirements related to the administration and operation of the library.

Work Environment

- Performed under typical office and library conditions; work environment is moderately quiet; regular schedule requires evening and weekend work.
- Operates standard office and library equipment.
- Requires ongoing contact with the public.

Physical Requirements

- Physical Requirements are listed for informational purposes. Applicants may be requested to demonstrate the ability to perform the essential duties of the position during the application process.
- The employee is required to stand and walk, move about the library with ease, sit, bend, kneel, climb, carry, use hands and arms to operate equipment, and lift boxes of books 25 pounds or greater with assistance, speak and hear clearly as appropriate for job duties. Vision requirements include the ability to read routine and complex documents and use a computer.

This 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. This position will require a three-month probationary period.

03/17/25