



**LIBRARIAN II
ASSISTANT HEAD OF ADULT SERVICES**

GENERAL RESPONSIBILITIES

Under the direct supervision of the Head of Adult Services, performs responsible professional work in the public library system in planning, initiating, coordinating and directing the various activities of a specialized service. The Assistant Head serves as Head of the department when the Head is unavailable.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assist the Head of Adult Services with administering the department.
- Oversees part-time employees on the reference staff in collaboration with the Head of the department, including assigning tasks and assisting in evaluating performance.
- Assists the Head of the department with evaluating and interviewing potential employees.
- Works with the Head of the department to manage and mentor employees.
- Assists in training new employees.
- Create and coordinate the departmental schedule, including vacation and comp time of part-time employees.
- Acts as LATI mentor for part-time employees.
- Acts as project manager for special projects and initiatives within the department, coordinating with both part-time and full-time staff.
- Participates in departmental meetings and sits on committees for cross-department or system-wide projects.
- Participates in advocating for libraries locally and helps maintain and develop community partnerships.
- Provides excellent customer service to library customers, in person, via phone, and through email.
- Aids the Head of Adult Services in drafting, evaluating, and revising policy and procedure.
- Acts as supervisor in the absence of the Head of Adult Services.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Substantial knowledge of professional library principles, procedures, materials and practices.

Strong and effective spoken and written communication skills, including the ability to speak effectively before groups.

Knowledge of supervisory practices and principles.

Skilled in coordinating the work of self and others.

Adept at working with persons of all ages, backgrounds, and abilities.

Ability to assess library services, and to design and implement improvements.

Ability to effectively supervise.

Adept at establishing good working relationships with departmental staff and those throughout the library system.

Ability to network, establish, and maintain partnerships with outside agencies/organizations.

Ability to assess everyday problems and respond appropriately.

EDUCATION AND EXPERIENCE

Master's degree from an ALA accredited library school. Two or more years of responsible library experience. Must be eligible for Maryland library certification.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office-related equipment such as, but not limited to, a personal computer, copier, fax machine, printers, and electronic devices of varying types. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Ability to lift 60 pounds.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

Non-exempt.

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Reasonable accommodation may be made to enable individuals with disabilities to perform the essential tasks.