
CALCASIEU PARISH PUBLIC LIBRARY

POSITION DESCRIPTION

POSITION TITLE: ASSOCIATE LIBRARIAN PUBLIC SERVICES
CLASSIFICATION: EXEMPT

DEPARTMENT: PUBLIC SERVICES
APPROVED BY: HUMAN RESOURCES

REPORTING RELATIONSHIPS

POSITION REPORTS TO: LIBRARY DIRECTOR

POSITIONS SUPERVISED: PUBLIC SERVICES MANAGEMENT STAFF AND ADMINISTRATIVE ASSISTANT

POSITION PURPOSE

Responsible for the leadership and direction of the Library division that administers all branch libraries, the Programming Department, and the Outreach Department. Responsible for planning, organizing, and directing the activities of the Public Services Division. Develops related budgets, develops and implements division goals, objectives, outcomes, and evaluative methods that are aligned with the Library's strategic plan. Ensures that Division services are efficiently and effectively delivered in accordance with established library policies and procedures and applicable laws regulations, and standards. Trains, directs, and appraises assigned personnel.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- 1. Assumes responsibility for the planning, development, and implementation of effective Public Services plans, policies, and procedures that are aligned with the Library's Strategic Plan.**
 - a. Assists Senior Management Team in developing short and long-term objectives, goals, and strategies.
 - b. Ensures Public Services strategies and policies are consistent with established Library goals.
 - c. Develops and implements divisional plans, policies, and goals which further strategic objectives. Continually evaluates divisional operations and modifies as needed.
 - d. Serves on advisory boards and committees as requested.
 - e. Continually monitors general economic environment and library trends and updates policies, plans, and goals so they are commensurate with external conditions and community needs.
- 2. Assumes responsibility for developing, monitoring, and administering divisional budgets.**
 - a. Collaborates with staff to prepare and submit divisional budgets to meet patron demand, and library goals and objectives within the framework of library plans and policies. Monitors and adjusts budgets as needed.
 - b. Collaborates with staff on large purchases according to purchasing guidelines.
 - c. Reviews monthly financial statements and compares to department records and spreadsheets detailing funding expenditures for programming, outreach and branch library services.
- 3. Effectively supervises Public Services personnel, ensuring optimal performance.**
 - a. Provides leadership to staff through effective objective setting, delegation, and communication. Conducts staff meetings as required.
 - b. Ensures personnel are well trained, effective, and optimally used. Instructs personnel regarding policy, procedure, and program changes.

- c. Conducts performance appraisals as required. Formulates and implements corrective actions as needed.
- d. Ensures staffing levels are appropriate.

4. Assumes responsibility for establishing and maintaining effective communication and coordination with Library personnel and management, as well as professional working relations with vendors, suppliers, contractors, local businesses and community partners.

- a. Promotes the Library's Core Values (Service, Community, Respect, Adaptability, Ethics & Integrity, and Teamwork) by modeling these values in all daily activities.
- b. Works efficiently both individually and with a team to support the library's mission and core values.
- c. Establishes effective reporting and communication mechanisms with personnel to ensure appropriate and adequate information flow throughout.
- d. Assists and supports personnel as needed.
- e. Assists and supports the Senior Management Team and personnel in other divisions as needed.
- f. Ensures Director is appropriately informed of division activities and of any significant problems.
- g. Completes related reports accurately and in a timely manner.
- h. Attends meetings as required.
- i. Ensures effective coordination of Library representatives, governmental officials, and business contacts.
- j. Represents the Library with various library and business professionals and groups.
- k. Ensures the Library's professional reputation is maintained.
- l. Ensures questions and concerns are promptly and courteously resolved.
- m. Fosters community partnership development opportunities and participates in civic engagement and community partnership activities.

5. Assumes responsibility for learning and development activities.

- a. Continuously improves job skills through various learning and training opportunities.
- b. Develops and enhances computer and technology skills necessary for effective communication and job function.
- c. Stays knowledgeable and informed about our library services, resources, activities, policies and procedures.
- d. Reviews professional literature and keeps informed about services, issues, emerging technologies, and research related to libraries. Relates ideas to the library's mission and values.
- e. Provides support and training for branch managers, supervisors and staff.
- f. Provides peer support and training as requested or needed.

6. Assumes responsibility for related duties as required or assigned.

- a. Stays informed of technological and professional trends and changes in the library field. Reads library literature, blogs, and participates in online/electronic discussion groups. Attends seminars and professional conferences.
- b. Completes special projects as assigned.
- c. Ensures work area is clean, secure, and well maintained.

PERFORMANCE MEASUREMENTS

1. Develops and monitors an accurate and fiscally sound annual divisional budget. Anticipates divisional needs and plans and adjusts accordingly. Reconciles budget monthly.
2. Develops coherent plans for the Division including division goals, objectives, outcomes, and evaluative methods that are aligned with the library's strategic plan, core values and the needs of the local community.
3. Division services are efficiently and effectively delivered in accordance with established library policies and procedures and applicable laws, regulations, and standards. Adequate internal controls are in place.
4. Division personnel are effective, efficient, and well managed. Assistance and direction are provided as needed.
5. Effective business relations exist with all internal and external customers at all levels of the organization. The Director is appropriately informed of division activities and of any significant problems.
6. Supports ongoing professional development of professional and paraprofessional staff, and actively stays current in the library field through professional literature, blogs, and participation in professional associations.
7. Develops innovative and effective approaches to provide cost-effective delivery of programs and services.

QUALIFICATIONS

EDUCATION/CERTIFICATION: A Master of Library and Information Science or recognized equivalent degree, from an American Library Association accredited college or university.

REQUIRED KNOWLEDGE: Principles and practices of Library Science
Management and budget principles and practices
Current library trends and technologies

EXPERIENCE REQUIRED: A minimum of five years of progressive experience in a library, or equivalent work of which at least three years shall have been in a supervisory or administrative capacity.

SKILLS/ABILITIES: Strong analytical skills.
Excellent oral and written communications abilities.
Solid interpersonal and supervisory abilities; mentoring and coaching skills.
Effective planning and project management abilities.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

Light Work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Positions in this class typically require: walking, standing, sitting, bending, stretching, reaching, stooping, twisting, climbing, kneeling, lifting, talking, hearing, seeing, and repetitive motions.

Frequent local travel.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING ENVIRONMENT

No hazardous or significantly unpleasant conditions. (Such as in a typical office.)

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The noise level in the work environment is usually moderate.

INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Public applicants may go to <https://calcasieulibrary.libnet.info/employment>

At the top click: About Us then click on Employment. Public applicants must complete the application as well as upload a resume'.