

EMPLOYEE DUTIES AND RESPONSIBILITIES / POSITION DESCRIPTIONS

TITLE: Director of Access and Collection Services

IMMEDIATE SUPERVISOR: Director
POSITIONS SUPERVISED: Circulation Assistants
POSITION DESCRIPTION: The Director of Patron Services serves as the Librarian in Charge in the absence of the Executive Director. The Director of Patron Services is responsible for all aspects of processing new materials including: selection, acquisitions, original and copy cataloging of all formats using the Evergreen ILS, MARC format and Dewey classifications. Includes maintaining holdings, weeding, and inventory. Reference and readers' advisory assistance. Responsible for coordinating and managing the Circulation Department. Local Administration of Evergreen Indiana and Aspen Discovery Catalog

Appointment: Recommendation and employment by Director

Compensation: Full Time – Based on qualifications and experience. Saturdays and evenings required.

Qualifications: ALA/MLS: ALA approved Master's of Library Science degree from an accredited program, a Librarian Certificate III and two years library management experience. Candidate must have an in-depth knowledge of MARC formats, and experience with online cataloging required; experience in Technical Services preferred. Knowledge of Evergreen Indiana automated system a plus. Knowledge of Human Resources and ability to manage team members

Required Competencies: Able to exercise initiative and good judgment
Able to communicate effectively with staff, patrons, and the community
Able to interpret patron needs and translate them into appropriate library services or information
Thorough knowledge of and demonstrated competence in all aspects of processing new materials including: acquisitions, original and copy cataloging of all formats using MARC and Dewey classifications; maintaining the integrity of the bibliographic database; and reference and readers' advisory assistance.
Thorough knowledge of and demonstrated competence in library automation and general computer skills
Knowledge of Human Resources and ability to manage team members
Ability to work with the general public
High computer competency
Ability to lift up to 30 pounds
Ability to sit or stand for prolonged periods (1 hour or more)
Maintain confidentiality of library matters, patron, staff, and board
Willingness to submit to a criminal history background check by the Indiana State Police
Work requires organizational, communicative and analytical skills normally acquired through years of experience or completion of a vocational and/ or associates degree.

Equipment and Software:

The employee must be familiar with, or be able to learn, the following equipment and software in order to perform job functions:

Integrated library system (Evergreen), OPAC, Catalog discovery layer (Aspen), Outlook email, Microsoft Office software (Word, Excel, etc.), online databases, fax machine, copier, scanner, telephone system, laminator, photocopier, label maker, room reservation software, video projector.

It is understood that the equipment and software necessary to perform specific tasks will be included in the on-the-job training provided by the library staff or workshops.

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RESPONSIBILITIES—Including but not limited to the following:

Responsibilities to the Board:

- Serve as the **Librarian in Charge** in the absence of the Director.
- Work closely with the Director to carry out services, procedures or policy changes as requested by the Board
- Maintain confidentiality of Board and Library matters
- Attend Library Board meetings quarterly
- Provide assigned monthly reports to Director for Board of Trustees meetings in a timely manner
- Works closely with all staff to carry out programming and services as requested by the Library Board
- Maintains confidentiality of Board Members

Circulation

- Assist the director with the hiring of circulation staff.
- Train, schedule, and supervise the circulation staff members
- Keep updated on and apply Evergreen Indiana Circulation policies
- Resolve issues with patrons in accordance with library and Evergreen Indiana policies
- Forgive fines when appropriate
- Charge damage fees when appropriate
- Schedule staff
- Find coverage for emergency absences
- Review library card applications
- Manage WiFi Hotspot circulation: suspend and activate overdue hotspots
- Ensure that shelving gets completed
- Ensure that InfoExpress processing gets completed.
- Manage documents and supplies
- Conduct opening and closing procedures
- Conduct annual reviews of circulation staff

Cataloging and Collection Development

- Serves as primary cataloger
- Catalog adult fiction, nonfiction, and media using the Evergreen Indiana system
- Catalog and maintain “library of things” collection, often requiring original cataloging
- Run reports on collection
- Weed adult collection according to established criteria and policies
- Select adult fiction, nonfiction, and media, according to established collection development policies
- Order materials, receive shipments, and manage invoices
- Perform inventory of collection
- Assist with cataloging of other material in youth services and teen collections.

Administrative Responsibilities:

- Manage study room and Community Room reservations
- Run reports and record statistics
- Serve as local administrator of the Evergreen System
- Serve as local administrator of Aspen Discovery Layer
- Manage online resources such as Hoopla, Kanopy, and Overdrive
- Maintain staff schedule

Professional Responsibilities

- Create and promote a professional atmosphere both in and out of the library
- Represent the library through participation in professional library and community organizations
- Attend professional development classes, workshops, webinars, and conferences

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- Keep abreast of current trends and issues in libraries
- Attain and maintain Evergreen Indiana Cat1 status.
- Meet and maintain Library Certification requirements
- Assist with staff meeting and staff professional development day planning

Miscellaneous:

- Alert the custodian or Director to the physical condition of the facilities, grounds and equipment when they are not properly maintained, updated, or are unsafe for use
- Answer reference and/or directional questions
- Inspect library daily, straighten, organize, arrange
- Market the library and services via social media and other avenues
- Special Projects as assigned by the Director

Perform other duties assigned/prescribed by the Director

This job description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. The employee may be required to perform any other job-related instructions as requested by the supervisor subject to reasonable accommodations.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. All job requirements listed are representative of the knowledge, skill, and/or ability deemed necessary to perform the job proficiently.

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