



Title: Library Assistant Manager

FLSA Status: Non-Exempt

SAFETY STATUS: Non Safety Sensitive Position

BRIEF DESCRIPTION:

The purpose of this position is to provide management over the daily activities of the Library, public services, technical support, administrative support to the Library Director and act as the Library Director in their absence. This is accomplished by collecting and inputting information into databases, and coordinating projects and deadlines, and assisting with budget oversight. Other duties include preparing the personnel schedule, reviewing time cards, and participating in the hiring process. All library staff provide circulation support.

REPORTS TO:

This position reports to the Library Director.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	M	Manages the operations of the library by selecting and ordering reading materials; making recommendations to Library Director, changes in policies and procedures; creating, printing and distributing brochures; receiving and processing library supplies; overseeing collection maintenance; maintaining inventory of library supplies; and transferring and inputting MARC records into the automation system.	60%
2	S	Provides administrative support to the Library Division Manager by collecting and inputting data; supervising and training library personnel; completing and reviewing monthly reports; and resolving administrative issues.	30%
3	S	Provides coverage of the circulation desk by answering telephones; conducting general clerical duties; maintaining book displays; performing customer service to patrons; ensuring materials are organized and shelved; assigning patrons to computers; and checking books in and out of the library.	10%



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge necessary to understand basic operational, technical or office processes. Level of knowledge equivalent to four years of high school.
Experience	Over one year up to and including three years.
Supervision	Work requires functioning as a lead worker performing essentially the same work as those directed and includes overseeing work quality, training, instructing, and scheduling work.
Human Collaboration Skills	Decisions regarding implementation of policies may be made during interactions. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations.
Freedom to Act	Receives General Direction: Within this job, the employee normally performs the job by following established standard operating procedures and/or policies. The employee may choose the appropriate procedure or policy to apply to duties. Performance is reviewed periodically. Typically would see an experienced technician working in relatively complex and diverse areas or seasoned professional applying widely accepted principles at this level.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Fiscal Responsibility	Prepares accounting, budget, employment actions, and purchasing documents; and does research to justify language used in documents for a unit or division. May recommend budget allocations.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid Texas Driver's License



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-				
Sedentary X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	C	observing work site, observing work duties, communicating with co-workers
Sitting	C	desk work
Walking	F	to other departments/offices/office equipment
Lifting	F	files, supplies
Carrying	C	files, supplies
Pushing/Pulling	F	tables and chairs
Reaching	F	for supplies, for files
Handling	F	paperwork, monies
Fine Dexterity	C	computer keyboard, calculator, telephone pad
Kneeling	F	retrieving items from lower shelves/ground
Crouching	F	filing in lower drawers, retrieving items from lower shelves/ground
Crawling	F	under equipment
Bending	F	retrieving items from lower shelves/ground, making repairs
Twisting	F	from computer to telephone
Climbing	R	ladders, step stool
Balancing	R	on ladders, on step stool
Vision	C	observing work site, reading, computer screen
Hearing	C	communicating with co-workers and public and on telephone
Talking	C	communicating with co-workers and public and on telephone
Foot Controls	R	Driving
Other (specified if applicable)		

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

CD player, DVD player, data projector, laminator, telephone, copier, fax, calculator, computer and associated hardware and software

ENVIRONMENTAL FACTORS:

C	F	O	R	N
Continuously	Frequently	Occasionally	Rarely	Never

D	W	M	S	N
Daily	Several Times Per Week	Several Times Per Month	Seasonally	Never

-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	R
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	S
Extreme Temperatures	S
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	S

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

F	O	R	N
Frequently From 1/3 to 2/3 of the time	Occasionally Up to 1/3 of the time	Rarely Less than 1 hour per week	Never Never occurs

-Description of Non-Physical Demands-	-Frequency-
Time Pressure	R
Emergency Situation	N
Frequent Change of Tasks	R
Irregular Work Schedule/Overtime	N
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	R
Noisy/Distracting Environment	N
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A



SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.