

HURON COUNTY COMMUNITY LIBRARY  
Job Description  
LIBRARY ASSISTANT - PUBLIC SERVICES  
(aka Public Services Supervisor)

**Department:** Public Services

**Reports to:** Branch Librarian or Director

**Supervises:** Clerks, Aides, Pages or Volunteers assigned to public services (circulation) in the absence of a Librarian

**Description:** The Library Assistant - Public Services manages all aspects of library service in the circulation department with duties regarding personnel, purchasing, collection development and public relations. Implements procedures set by the Library Director in regards to Library Board of Trustees policies. Works closely with the Branch Librarian.

**Responsibilities include but are not limited to:**

1. Responsible for all public services at the branch library, including but not limited to general circulation duties, patron assistance, interlibrary loans, conducting library tours and presentations.
2. Assists with collection development and maintenance of the adult fiction collections, at the branch library.
3. Recommend procedural changes to the Library Director.
4. Responsible for seeing that the "Rules and Regulations for Public Behavior" are followed in the adult/young adult area by staff and patrons in the absence of the Branch Librarian.
5. Assist with public relations within the community and civic organizations.
6. Supervise and train public services staff, including pages when working in adult/young adult areas.
7. Operate library equipment, including facsimile machines, copiers, computers, etc.
8. Attend staff meetings as called by the Library Director or Branch Librarian.
9. Collaborate with other Assistant Librarians to oversee library operation in the absence of the Branch Librarian or Library Director, including emergency closing of the branch library.

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10. Attend NORWELD, OLC, and other professional meetings, workshops, and conferences.
11. Publicly support the Library Board of Trustees, the Library Director, and library policies.
12. Promote a positive image of the library.
13. Perform additional duties as assigned by the Branch Librarian or Library Director.

**Library Wide Standards:**

- Demonstrates initiative, is a self-starter.
- Demonstrates ability to focus on details.
- Actively cooperates and works effectively with others, promotes teamwork, shares information, and works to resolve conflicts, as appropriate.
- Adheres to Library policies, procedures and standard practices.
- Behaves in a professional manner.
- Demonstrates ability to organize work and to carry through established procedures. Performs duties in a courteous and friendly manner.
- Have reliable transportation to agencies within and outside of the library system.
- Ability to develop good rapport with library patrons.

**Knowledge, Skills and Abilities:**

- Ability to effectively use computers, electronic databases and other technology as required.
- Ability to learn and use the materials in the library's collection to assist patrons.
- Ability to operate standard office equipment, such as copiers and fax machines.
- Ability to exercise independent judgment, reliability, and maintain confidential integrity as required.
- Possesses strong communication and public relations skills.
- Demonstrates management and supervisory skills.
- Ability to maintain a close working relationship with library employees.
- Flexible, hardworking and detail oriented.
- Ability to substitute for all public service positions as needed. Familiar with aspects of public service operations including circulation and reference services and technology.
- Ability to handle a frequently fast-paced position with numerous interruptions.

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- Physical stamina is required to rearrange furniture and put away materials, and to push and pull loaded book carts and other library equipment and materials.
- Physical activity includes, but is not limited to, prolonged periods of sitting, as well as periods of standing, mobility, stretching, bending and stooping.

**Minimum Experience and Training:**

Bachelor's degree in library science, or related field preferred, or high school diploma or equivalent with four years successful supervisory experience preferably in a library. Competency with reference tools. Must be able to use a personal computer.

**Additional Qualifications Preferred:**

Prior public or school library work experience. Work experience with an automated library system and other technologies. Evidence of continued interest in the field of library work.