

CITY OF BIG RAPIDS NOTICE OF VACANCY

Any City of Big Rapids employee qualified and interested in the full-time at-will job listed in this NOTICE is invited to submit an application. The application form is available at the Human Resource Office. This position will be open until filled with review of applications to begin August 9, 2019.

CLASSIFICATION: Head of Programs and Services

SALARY RANGE: Starting Salary: \$39,582 DOQ

TRAINING PERIOD: Six Months

Head of Programs and Services

Supervised by: Library Director
Supervises: Subordinate Library personnel as assigned

Position Summary:

Under the supervision of the Library Director, creates, develops, implements, and evaluates multiple, high quality programs for all ages, but with special focus on ages birth to 18, to include a multi-week summer reading program and community outreach campaigns. Coordinates circulation processes and oversees activities at the circulation desk. Enforces Library policies, assists in the preparation of new materials for use in the library; maintains day-to-day library activities and assist in preparing reports. Assists the Library Director in various administrative matters and performs related work as required.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Assists the Library Director in the general operation of the library, including planning, organizing, developing and administering library services, operations and programs.
2. Staffs information desk and provides advanced research assistance, reader's advisory, technical assistance and excellent customer service.
3. Prepares needed reports on circulation and daily activities.
4. Prepares cash receipts for transfer to the Treasurer's Office. Prepares money for deposit.

5. Evaluates existing collections for relevance and community interests, decommissioning materials on a regular schedule.
6. Processes new/replaced materials and assists with removal of outdated and unused material.
7. Coordinates workflow surrounding Library donations.
8. Oversees and administers programs, workshops and activities. Suggests innovative programs and assists with planning, implementation and grant writing.
9. Updates and manages web content and social media proficiently and with appropriate tools.
10. Assists in handling and processing complaints.
11. Acts as person-in-charge in absence of the Library Director.
12. Coordinates, schedules and facilitates the staffing of the circulation desk.
13. Assists in handling and processing complaints.
14. Coordinates and facilitates interlibrary loan procedures.
15. Advises library patrons about library services, resources and the use of the library.
16. Conducts class visits and bibliographic instruction as required.
17. Attends all Library Board meetings. Records and transcribes Library Board minutes.
18. Researches and develops grant proposals to enhance and expand library services.
19. Creates print and web bibliographies, user guides, and seasonal library displays spotlighting library collections, services and programs.
20. Develops and implement new and existing ideas for community outreach.
21. Ability to work evenings and weekends. Available after hours and weekends to provide access to library for community scheduled events and programs.
22. Performs related duties as required or assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Library of Michigan Level 3 Certificate.
- Bachelor's degree plus 2 years related experience and/or equivalent preferred.
- Master Library Science or Master Library Information Science from an American Library Association accredited program preferred.
- The City, at its discretion, may consider an alternative combination of formal education and work experience.
- Knowledge of library collection classification and selection techniques. Knowledge of current trends in literature.
- Knowledge of the public's interests, needs and expectations regarding the library.
- Knowledge of current information technology and how it can be applied to improve library operations and services.
- Enjoy working with people of all ages in a customer service focused position and have enthusiasm for the work and mission of the public library.
- Creativity and awareness of community needs. Skill in administering library services to best serve the public.
- Ability to work both independently and collaboratively. Ability to communicate effectively and present ideas orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, Library Board members, professional contacts, other administrators and the public.
- Demonstrated skill and experience in the use of office equipment and technology, including Microsoft Suite applications and the ability to master particular software programs utilized by the Library.
- Ability to maintain records and prepare reports on the operation of the library, and its programs, collection changes, funding options, and other related issues.
- Ability to work effectively under pressure, with frequent interruptions and changes in work priorities.

- Strong organizational and time management skills.
- Experience in planning and implementing large events is helpful.

Physical Demands and Work Environment:

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

While performing the duties of this job, the employee is regularly required to communicate with others in person and on the telephone. The employee is frequently required to review and produce written and computerized documents. The employee is frequently required to access and retrieve books, periodicals and other materials that vary in weight, size and shape and may be located at heights ranging from floor level to overhead level. The employee is frequently required to access various locations within the library building and attend meetings in locations away from the library. The employee must frequently lift and/or move items of light to moderate weight.

While performing the duties of this job, the employee regularly works in an office setting within a public library. The noise level in the work environment is usually quiet.