

POSITION DESCRIPTION	
<b>POSITION TITLE:</b> Public Services Manager/Assistant Library Director	<b>REPORTS TO:</b> Library Director
<b>DEPARTMENT:</b> Library	<b>PAY SCALE:</b> E-11 (Exempt)
<b>POSITION SUMMARY:</b> Plans, coordinates and facilitates all aspects of public services including adult services, reference, interlibrary loan, circulation, and reserves. Administers the Library in absence of the Director.	
POSITION QUALIFICATION/REQUIREMENTS	
<b>SPECIFIC CERTIFICATION AND/OR LICENSE REQUIREMENTS:</b> NM Class D Driver's License with acceptable driving record; or ability to obtain within 30 days NM Librarian Certificate -Grade II, or ability to pass the next NM State Librarian Certification Grade II Exam within six months.	
<b>EDUCATION-MINIMUM REQUIREMENTS:</b> Bachelor's Degree required. Masters of Library Science Degree or Masters of Information Science preferred (may be substituted with equivalent combination of education and experience.)	
<b>EXPERIENCE-MINIMUM REQUIREMENTS:</b> Three years of professional public library experience Two years library supervisory experience Two years customer service experience. Experience with public speaking and making presentations	
<b>ABILITIES-MINIMUM REQUIREMENTS:</b> Ability to work in a team environment where consultation, flexibility, creativity, collaboration and cooperation are essential; knowledge of trends in library programming and services; demonstrated ability to supervise and direct a team of professional and support staff; knowledge of library procedures; ability to organize tasks and meet deadlines; excellent customer service skills; good writing and report skills; demonstrated flexibility and initiative; knowledge of reference resources, in both print and non-print formats; experience with troubleshooting computers, printers and other library equipment; working knowledge of common computer applications, automated library management systems, and subscription databases; working knowledge of social media and/or web design; experience with public speaking and making presentations. Must be able to lift 50 pounds. Ability to pass drug and alcohol tests.	
JOB DESCRIPTION	
Plans, coordinates and facilitates all aspects of public services including adult services, reference, interlibrary loan, circulation and reserves. Administers the Library in absence of the Director. Supervises and trains professional, paraprofessional staff, and student assistants. Assists in the formulation and implementation of Public Services unit policies and procedures. Monitors adherence to assigned budget items or accounts. Participates in and contributes to strategic planning, program development and evaluation and allocation of resources in support of the library's mission. Performs assigned collection development responsibilities. Responsible for the physical condition of the library and for alerting maintenance staff to unsafe conditions and needed repairs. Participates in circulation and reference desk rotation. Maintains statistics and prepares required reports. Creates, maintains and revises weekly staff schedules and daily desk schedules. Supervises the shelving of library materials and shelf reading. Assists Director in overseeing the development, planning and implementation of programs (children, young adult and adult) and community outreach. Oversees the maintenance of the public computers.	
<b>WORKING CONDITIONS:</b> Library environment. May require some coverage on Saturdays and evenings. May be required to work more than 8 hours a day or 40 hours per week.	
<b>PHYSICAL DEMANDS:</b> 1. (L) 12 13	
August 2017	

## **JOB VACANCY NOTICE**

The Town of Silver City is accepting applications for the position of Public Services Manager/Assistant Library Director. Responsibilities include: planning, coordinating and facilitating all aspects of public services including adult services, reference, interlibrary loan, circulation, and reserves and the administering of the Library in the absence of the Director. Requirements include: valid NM Class D Driver's License with acceptable driving record; or ability to obtain within 30 days; Bachelor's Degree required; Masters of Library Science Degree or Masters of Information Science preferred (may be substituted with equivalent combination of education and experience); three years of professional public library experience; two years library supervisory experience; two years customer service experience; experience with public speaking and making presentations. Ability to work in a team environment where consultation, flexibility, creativity, collaboration and cooperation are essential; knowledge of trends in library programming and services; demonstrated ability to supervise and direct a team of professional and support staff; knowledge of library procedures; ability to organize tasks and meet deadlines; excellent customer service skills; good writing and report skills; demonstrated flexibility and initiative; knowledge of reference resources, in both print and non-print formats; experience with troubleshooting computers, printers and other library equipment; working knowledge of common computer applications, automated library management systems, and subscription databases; working knowledge of social media and/or web design; experience with public speaking and making presentations; must be able to lift 50 pounds; ability to pass drug and alcohol tests. Application and copies of required license and certification must be submitted by September 21, 2017, to the Town of Silver City, Personnel Office, 101 W. Broadway, Silver City, NM 88061 or mailed to PO Box 1188, Silver City, NM 88062. The Town of Silver City's hiring policy, application form, and complete position description are available at City Hall or at [townofsilvercity.org](http://townofsilvercity.org).