

Montgomery County - Norristown Public Library
Job Description

Title: Assistant Department Head	Classification: Support Staff IV
Primary Work Location: Norristown, PA	Department: Technical Processing
Supervisor: Department Head	Number of Employees Directly Supervised: 0
Status: <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Temporary	Fair Labor Standards Act Status: Non-Exempt
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Hours: 37.0 hours/week (Days, Evenings, Weekends)

Statement of Responsibilities

As a direct report to the Technical Processing Department Head, act as the lead support staff employee in the department. Serve as the primary subject expert and manager for the new materials acquisitions process for the main library, branches, and bookmobiles. Under the leadership of the department head, direct the work of staff and volunteers to provide acquisitions, processing, cataloging, and maintenance services for library materials. In absence of department head, provide administrative oversight of department staff. On assigned shifts, respond as the library's primary Manager On Duty (MOD).

Organizational Relationships

Maintain positive working relationships with other MC-NPL departments and branches. Represent department to external agencies including, but not limited to: service providers, schools, nonprofits, consortiums, district libraries, local municipalities, and county government.

General Responsibilities and Examples of Work

General:

- Carries out job functions without posing a health or safety threat to self or others.

Staff Supervision and Training:

- Under the general oversight of department head, supervises the work of staff and volunteers, monitors and reports performance, addresses and reports disciplinary challenges, and administers staff benefits and timesheets.
- Be familiar with all department operations and acts as a substitute for all non-librarian positions in the department, as needed. Trains staff in department operations.
- Develops and maintains department procedural documentation.

Acquisitions Management:

- Facilitates the ordering of new library materials in close cooperation with department heads, branch managers, and other designated selectors.
- Trains selectors in new library materials ordering procedures.
- Monitors, corrects, and verifies order lists and carts created by selectors.
- Manages standing order plans and special orders.
- Submits orders to vendors and tracks order progress.
- Receives, reconciles, and processes on-order items.
- Processes and submits invoices for payment. Verifies and reconciles invoice payments.
- Acts as the primary contact, account administrator, and troubleshooter with vendors.
- Maintains and updates new library materials budget tracking tools for selectors.
- Serves as the library representative to the consortium acquisitions committee.

Integrated Library System (ILS):

- As assigned, performs scheduled and as needed ILS database maintenance tasks.
- Creates, deletes, and updates Serial Holdings Records for the library, branches, and bookmobiles.
- Partners with other departments to verify and correct Serial Holdings Records for current and retired serial holdings.

Other Operations:

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- Provides assistance with all clerical technical processing tasks, as needed.
- Prioritizes clerical and cataloging workflows to keep staff engaged and prevent work backlogs
- Provisions technical processing supplies for the library, branches, and bookmobiles.
- Supervises deliveries and outgoing shipments, including mail, at receiving dock.
- As assigned, manages ongoing department projects.
- On assigned shifts, be on call as the library's first-line Manager On Duty (MOD).

Statistics and Reports:

- Collect and report monthly and annual department statistics. Generate statistics and reports to support data driven decision-making.

Qualifications for Employment

- Bachelor's degree or 10-15 years previous work experience.
- 3-5 years previous work experience in a library setting.
- Previous work experience in library technical processing desired.
- Previous work experience processing and reconciling orders and invoices preferred.
- Prior supervisory experience required.
- Prior experience with an Integrated Library System (ILS) required, Polaris ILS preferred.
- Working knowledge of Microsoft office software.
- Excellent attention to detail and organizational skills.
- Excellent spoken and written communication skills.

Physical Demands or Requirements (* indicates essential requirement)

Strength/movement requirements

- *Able to lift or move 40 pounds
- *Able to adjust to floor and/or overhead level
- *Able to remain in a stationary position and/or traverse for 2 hours at a time

Manual/physical dexterity requirements

- *Able to manipulate keyboard of computer, typewriter or other office equipment
- *Able to manipulate mouse, pointing device or other input device
- *Able to manipulate data cables, cords, connections, or similar power and data devices
- *Able to manipulate pages of books, insert and remove disks, manipulate library materials

Communication requirements

- *Able to use telecommunication devices to communicate with staff and public
- *Able to observe, understand and create written material

Additional Eligibility Requirement;

- Employment is contingent upon the submission of the following: PA State Police Criminal History, PA Child Abuse History Clearance, FBI Criminal Background Check, and PA State Mandated Reporter Training within 30 days from the date of hire and resubmission 60 months thereafter.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. All employees must be able to perform the essential functions of this position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent of undue hardship.

Print Name: _____

Employee Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____

Revised: April 15, 2023