

# TUCKER FREE LIBRARY POLICY & PROCEDURE MANUAL

## Appendix 13 LIBRARY SERVICES WEEKEND MANAGER

JOB TITLE	LIBRARY SERVICES COORDINATOR - WEEKEND
STATUS	PART TIME/HOURLY
SUPERVISION RECEIVED	Works under the general supervision of the Library Director and the immediate supervision of the Adult Services or Youth Services Coordinators.
SUPERVISION EXERCISED	Supervises as needed
REVISION HISTORY	11/2023

### Position Overview

The Library Services Weekend Manager, under the supervision of the Adult or Youth Services Coordinators, will be responsible for specific aspects of the library's service offered to patrons in the area in which they are assigned. The Library Services Weekend Manager works to produce the highest possible quality of library information and programming service to the community served by the Tucker Free Library. This person is responsible for the implementation and maintenance of the library's slate of services, provides reference service, and performs selection activities as assigned.

### Primary Duties

1. Perform all tasks related to the circulation of materials
2. Responsible for issuing library cards to patrons who meet the requirements of the Library.
3. Plans, organizes, directs and manages all aspects of weekend library services
4. Writes press releases and other promotional literature
5. Exercises supervision over staff as assigned
6. Catalogs, processes, and manages library materials
7. Promote and instruct on NHDB
8. Provide reader advisory services
9. Assist with selection of materials
10. Oversees Inter-Library Loan
11. Assist patrons in use of equipment including catalog, computers, printers, chair lift
12. Catalog and process materials
13. Shelve returned materials
14. Repairs damaged materials as needed
15. Work primarily at circulation desk

### Reader Advisory Services

1. Provides reference and reader advisory services
2. Assisting patrons with automated databases and other equipment as needed
3. Creates in-house displays and decorations highlighting programs and areas of the collection
4. Creates bibliographies and other pathfinding tools
5. Effectively uses and is able to teach others to use the library catalog
6. Secure material through interlibrary loan or purchase
7. Facility with a variety of standard computer applications and online searching tools.

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### Physical Demands

Requires standing for long periods of time, lifting and carrying materials, reaching for materials on top and bottom shelves and constant use of stairs. Physical agility and stamina to lift up to 50 pounds in weight. Must be able to communicate well with patrons both in person and via telephone and electronic media. Must be capable of getting to all areas of the physical plant.

### Qualifications

High School diploma required, BA in library related discipline of education, training, skills and experience desired. General office and computer skills or any combination of education, training, skills and experience relevant to the position.

### Required Knowledge, Skills, Attributes & Abilities

1. Computer skills
2. Oral communication skills
3. Attention to detail
4. Strong interpersonal skills
5. Flexibility in emergency staffing situations

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organization.

The Tucker Free Library is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.