**Assistant Director of Libraries for Public Services**

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| **Department:**Library | **Status:**Full Time |
| **Reports To**: Director of Libraries  | **FLSA**:     Exempt  |
| **Supervises:** Library Staff  | **Revised**:  October 2021  |

**JOB SUMMARY:**

 Assists in the planning and implementing of overall operating procedures of the College Libraries, develops goals and objectives, and short- and long-range plans. Manages operating procedures of division libraries including library collection and delivery of its services and programs. Works closely with Technical & Electronic Services.

**JOB RESPONSIBILTIIES:**

1. Manage overall operating procedures for College Libraries, including personnel selection, training, and evaluation. Assist the Director of Libraries in planning, coordinating, and implementing library services, policies, and procedures for extension sites.

2. Manage library collection development, both print and media, for extension sites, including the selection, organization, preservation, and retention of college-level materials in a variety of fields and formats.

1. Serves as primary resource for assisting and directing library personnel in completing assignments including reference, bibliographic and cataloging problems.
2. Develop short- and long-term range plans including building utilization and building locations, prepare memoranda, narratives, and statistical reports.
3. Develop goals and objectives for College libraries and set priorities.
4. Participate in proposing and developing new strategies to extend the library’s public services programs. Help promote library services through participation in College professional activities.

8. Perform other duties as assigned and contribute to the overall operating efficiency of the library.

**REQUIREMENTS:**

**Education, Preparation, and Training**

* Masters in Library Science

**Skills**

* Strong customer service and organizational skills
* Must be able to multi-task and prioritize work
* Knowledge of Hebrew preferable.

**Physical Demands**

* Extensive Use of Computers
* Extensive time sitting and standing
* Able to lift up to 25 lbs.

**Computer Skills**

* Proficiency in Microsoft Office Suite.

**Travel**

* Travel to extension sites.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily.  The requirements listed above are representative of the knowledge, skill and/or ability required.  Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties.

Employee Statement: I have read the above job description and can perform its essential functions with without reasonable accommodation. If the position requires additional skills or qualifications that are beyond my capabilities, or if I have any other questions or concerns, I understand it is my responsibility to speak with my Supervisor.

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Employee Signature Date

*Touro College is committed to the principles of equal employment opportunity. Our practices and employment decisions regarding employment, hiring, assignment, promotion, compensation, and other terms and conditions of employment are not to be based on an employee's race, color, sex, age, religion, national origin, disability, ancestry, military discharge status, sexual orientation, marital status, genetic predisposition, housing status, or any other protected status, in accordance with applicable law. Our policies are in con*