



JOB DESCRIPTION

TITLE: Assistant Director
DEPARTMENT: Library
REPORTS TO: Executive Director

SUMMARY

Under the direction of the Executive Director of Library Services, assists with the overall management of the Library System. This position is responsible for the supervision and evaluation of the Branch Managers. Assumes responsibility for library operations in the absence of the Executive Director. This position requires some evening and weekend hours.

EMPLOYMENT QUALIFICATIONS

Required

- Bachelor's Degree
- Three-five years of experience in a public library with demonstrated knowledge of the use of an automated system and changing technology
- Two years of supervisory experience

Preferred

- Master's Degree in Library Science from an ALA accredited school
- Supervisory experience in a multi-branch system

SKILLS

- Strong computer skills with experience in word processing, databases, and spreadsheets and the ability to demonstrate proficiency
- Superior organizational and written communication skills
- Project management skills
- Excellent verbal and interpersonal communication skills

ABILITIES

- Ability to maintain high confidentiality and the ability to independently manage multiple tasks in a professional manner
- Ability to work independently with minimal supervision and work cooperatively with all departments
- Ability to work with variety of individuals in highly conflicting situations
- Ability to manage extensive amount of paperwork
- Ability to operate and troubleshoot most office equipment
- Ability to maintain a professional demeanor

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Ensure an exemplary library experience by greeting, instructing and promoting library services in a positive and pleasant manner.
2. Prepares staff schedules for circulation desk, children's room, tech room, pages and branch libraries. Schedules staff to fill vacancies due to illnesses, vacation, and personal days.
3. Purchase adult books, books on CD, and DVDs.
4. Performs collection development and maintenance for adult materials.
5. Attends conferences and workshops in order to gather information on materials, services and trends in library services.
6. Works with the Executive Director and Branch Managers to provide library outreach programs and events in an effort to promote library service.
7. Creates monthly library newsletter and other marketing materials for the library.
8. Staffs the circulation desk, as needed.
9. Participates in employment interviewing/decisions, oversees training and scheduling.
10. Performs regular evaluations of Branch staff and is responsible for the hiring, mentoring, supervision and firing of Branch Managers in consultation with the Executive Director.
11. Responsible for Branch Libraries' expenditures and facilities.
12. Participates in labor negotiations.
13. Assists/suggests in the development of policies, which govern the use of Library materials and services.
14. Writes grant applications for funds for special purchases, programs, or capital projects.

15. Prepares State Aid Report. Oversees preparation of requests for reimbursement from State or Federal monies.
16. Plans, in coordination with the Executive Director of Library Services, the Library's public relations and fundraising strategies.
17. May act for the Executive Director of Library Services in the absence of that individual.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted, or modified at any time.

PHYSICAL REQUIREMENTS

Stooping, bending and kneeling to shelve or retrieve books. Prolonged periods of standing to assist patrons, search shelves, and retrieve materials. Must be able to lift, carry and transport boxes of books to and from vehicle and to and from Library locations while working in branch locations. Must be able to travel to the various Library locations. Must be able to enter and retrieve information from a computer or terminal. Must be able to operate audio/visual equipment. Must be able to access all areas of the Library.

Must be able to communicate using written, verbal and computer methods. Must be able to operate computer equipment for extended periods of time. Must be able to walk, sit and/or stand for long periods of time. Must have the ability to independently lift up to 50 pounds occasionally and 20 pounds routinely.

WORKING ENVIRONMENT

Exposure to books and other materials with molds, mildew, and dust. Requires travel to branch locations in various types of weather.

January 8, 2018