

Position Description

TITLE: Assistant Director

PRINCIPAL DUTIES:

The Assistant Director assists and supports the Director in managing, directing and coordinating library operations and staff, including the supervision of Branch Managers. The Assistant Director may maintain responsibility for adult or children's services at the Main Library and substitutes in the absence of the Director. The Assistant Director is evaluated by the Director.

MINIMUM QUALIFICATIONS:

- Master's Degree in Library Science from an accredited graduate school
- Four or more years of library work experience, preferably in a public library setting
- Two or more years of supervisory experience, preferably in a public library setting
- A valid driver's license

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Broad knowledge of library operations, library materials, formats and authors
- Ability to represent the library to community groups
- Ability to develop new and innovative ways of improving service to the public
- Ability to independently exercise judgment within established guidelines
- Strong verbal and written communication skills with staff, children and adults
- Ability to supervise and motivate staff
- Basic knowledge of office procedures
- Ability to exercise initiative, tact, leadership and independent judgment
- Some knowledge of basic reference resources, e.g. Encyclopedias, almanacs, etc.
- Ability to meet and deal effectively with library patrons
- Able to interpret community needs and respond to those needs
- Ability to maintain composure in stressful work situations
- Requires physical ability and strength to bend, reach, lift, and carry up to 40 lbs., and extensive use of a computer terminal

TYPICAL DUTIES:

- Circulation, reference and patron assistance
- Supervises and trains volunteers
- Assists the Director in the supervision and evaluation of all library staff at all locations, and assumes responsibility for the operation of the library system in the absence of the Director
- Assists in computer troubleshooting, software and machinery and makes minor repairs to public computers or the Library's servers
- Provides leadership in working relationships and communication, ensuring high productivity and quality public service, encourages initiative and creativity
- Performs public service desk duties as necessary
- Participates in the screening of applicants for vacancies
- Assists in the implementing and evaluating of library services, coordinating selection of library materials
- May represent the library at professional meetings
- Participates in conducting staff meetings regarding library policies, guidelines, procedures and techniques
- Assists in developing and administering policies concerning library operations, budgets and programs and evaluates trends in library services
- May be asked to serve as Adult Services or Youth Services Librarian if one of those positions is not filled
- Participates in special library initiatives, projects, and teams
- Develops grants for library programs and services as appropriate and available;
- Represents the library at community and group meetings;
- Administers performance reviews with Director, setting individual goals and objectives
- Administers, and handles conflict resolution and disciplinary issues
- Assures equity in task assignment and expectations of results.

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of skills and abilities required to do the job. Rather they are intended only to describe the general nature of the job. Other duties may be assigned at the discretion of the Director or Board of Trustees.

Adopted by the Director with the force of a guideline: April 2019

Updated: June 2021