

Position Title: Assistant Director

Position Classification: Librarian III

Supervised by: Library Director

Supervises: Managers of Adult Services, Audiovisual Services, Circulation Services, Outreach Services, Technical Services, and Youth Services (Librarians I and II)

Job Function:

Under the direction of the Library Director, to serve as Assistant Director; to supervise personnel and activities of all public service departments; to develop and evaluate resources, programs, and services; to assist in public relations and employee training programs; and to perform other duties as assigned. Acts on behalf of the Library Director in his/her absence.

Duties and Responsibilities:

- Supervises all personnel and activities of the Adult Services, Audiovisual, Circulation, Outreach Services, Youth Services, and Technical Services departments and assists in these departments as needed.
- Develops and expands community engagement activities including programs and exhibits for the general public, training programs, marketing activities, advisory committees, and other aspects of the library's public presence.
- Develops and expands the library's use of marketing tools and communication vehicles to promote the library's services and programs; with library staff and community partners, develops a marketing and communication plan for the library; monitors and evaluates the effectiveness of the library's marketing and communication plan.
- Informs the community about library services and programs through presentations to civic organizations, community groups, educators, and local government officials at the Director's request.
- Analyzes the overall community and researches the local community with attention to identifying opportunities and suitable qualitative partners for the library to have a mutually-beneficial role in community events, trends, needs, and initiatives.
- Networks and develops connections with individuals, community leaders, businesses, non-profits, and local organizations to promote the library's expertise, resources, and programs through short- and long-term partnerships.
- Provides training, materials, and encouragement for library staff to help inform the public about library services and programs and foster a positive image of the library.
- Encourages and coordinates cross-departmental efforts to participate in special events and exhibits.
- Responsible for verifying and submitting time sheets.
- With department heads, interviews prospective employees, checks on their training progress, recommends changes in personnel and in job assignments.
- Conducts annual performance evaluations of each directly supervised department head. Assists the department heads in their performance evaluations of their respective staff.
- With the Library Director, arranges for continuing education and development of staff, and in-service programs.

- Oversees collection development in cooperation with department heads, which includes weeding, replacement of worn and outdated materials, screening gifts, and compiling bibliographies.
- Oversees the spending of all budget line items for all public service departments and Technical Services.
- Works closely with the Library Director in the preparation of annual budgets and tax levy requests.
- With Library Director and department heads, formulates and administers policies concerning Adult Services, Audiovisual, Circulation, Outreach Services, Youth Services, and Technical Services departments.
- Serves on the administrative management team with the Library Director and the Business Manager.
- Acts on behalf of the Library Director in his/her absence.
- Acts as the Safety Director for the library.
- Furnishes information about library programs and activities, rules, and services.
- Coordinates the work of this department with the other departments of the library.
- Coordinates with other department heads to assist with staffing service desks when needed.
- Prepares and submits monthly and annual departmental statistics and reports to the Library Director.
- Follows local and national trends – technological, social, demographic, etc. – that are likely to significantly affect the library.
- Serves as a member of the planning team with the Library Director and other professional staff to develop policies, procedures, budgets, grant writing, library programs and services, and the goals and objectives of the library.
- Maintains an orderly, safe, and quiet environment for all patrons, and takes action as needed to ensure that environment.
- This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties, as may be required.

Qualifications:

Master's degree in library science and a minimum of three years of satisfactory, progressively responsible, public library supervisory/management experience or its equivalent. Ability to organize, plan, supervise and coordinate the work of others in a variety of library services activities. Must have the ability to establish and maintain effective contacts and working relationships with community groups and agencies. Keen sense of good public relations and the ability to deal with the public in a fair, courteous and pleasing manner; to interpret library policies, objectives, services and facilities to staff, community groups, public officials and the general public. Advanced ability in effective verbal and written expression and communication; demonstrated initiative; advanced ability to communicate and work harmoniously and effectively with all levels of staff; ability to write meaningful reports and proposals; capable of careful and analytical problem-solving and planning; keen sense of awareness of changing situations and need for change and/or corrective action. Must be willing to accept the responsibility for administrative actions.

Must be able to lift 20-25 lbs., bend, stoop, reach, push and pull loaded book carts. Proficiency with computers, technology, and the Internet. Flexible schedule; may work week days, evenings, and/or weekends.

ADOPTED: 9/20/2010

AMENDED:

REVIEWED:

LEGAL REFERENCE: