

POSITION TITLE: Assistant Library Director
DEPARTMENT: Library
FLSA STATUS: Exempt
SALARY GRADE: G
REPRESENTATION: None

GENERAL POSITION SUMMARY:

As a member of the Library Management Team, performs professional public library duties in one or more assigned library divisions, such as circulation and technical services. This includes oversight of cataloging of all library materials; oversight of all circulation activities; selection of materials, and creation of reports for collection maintenance. Acts as a main contact for building maintenance issues. Trains and supervises staff performing programming, reference, and circulation duties, to insure consistent, quality service

ESSENTIAL JOB FUNCTIONS:

- Serve as a member of the library management team, meeting with the team on a regular basis to ensure quality library service.
- Assists in evaluating current services, state standards, and library's long term needs including technology, facility, and staffing needs
- Supervises and provides direction and technical assistance to assigned support staff, including prioritizing and developing work plans, evaluating staff performance, monitoring progress on projects, interpreting policies and procedures, establishing standards, making hiring and termination recommendations, making pay rate change recommendations and providing training and development for staff.
- Work closely with LINCC and City IT people to maintain staff and public computers, copiers, and phones.
- Monitor safety concerns through viewing camera footage, sharing results with the Director, and devising a plan of action for dealing with problem situations.
- Assist the Library Director and Librarians with special duties and projects. Prepare new books for library use through linking barcodes to existing database records and assigning proper call numbers to library materials; make corrections to call number and other coding inaccuracies on previously processed items; make short records for items that do not have existing records in the database, make on-order records when instructed.
- Attend LINCC committee meetings, actively engaging in projects assigned by the Director's Group.
- Maintain inventory of supplies, order supplies and monitor spending.
- Daily and monthly reconciliation of money collected in circulation, creating and sending reports to Finance Department, taking deposits to the bank.
- Timesheet reconciliation and approval for monthly payroll.
- Coordination of building maintenance with City staff and outside contractors.
- Investigates and responds to citizen complaints and suggestions for improving library services.

- Assists employees with interactions involving dissatisfied individuals and/or public and private representatives in interpreting and enforcing departmental policies and procedures.
- Selects new library material in accordance with professional practices and standards. Maintains quality of library collections including weeding, as necessary.
- Perform all duties of Librarian when necessary.
- Establishes and maintains positive working relations with coworkers, citizens, the public, and other agency staff.
- Other related duties as needed.

JOB SPECIFICATIONS:

Mandatory Requirements:

- Master's Degree in Library (and Information Science).
- Any satisfactory equivalent combination of experience and training which ensures the ability to perform work, may be substituted for the above.
- Two to four years of progressively responsible library experience required, including at least one year of supervisory experience.

Necessary Knowledge, Skills and Abilities:

- Working knowledge of Library Schema. Understanding of computer operations in libraries, personal computer usage, integrated library systems, online library catalogs, online reference sources, and search strategies, MS Office Suite, Google Apps.
- Principles and methods of leadership
- Knowledge of library procedures, principles and organization, including reference tools and a broad variety of literature and authors.
- Ability to supervise and delegate in an efficient manner.
- Principles and processes for providing quality customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Ability to pay close attention to detail and to understand written and oral instruction.
- Ability to establish and maintain harmonious working relationship with other employees and the public.
- Interpersonal skills using tact, patience and courtesy.
- Ability to work independently and complete work with numerous interruptions.

Special Requirements/Licenses:

- Possession of or required to obtain a valid driver's license within thirty (30) days of hire. Must have a safe driving record.
- Must be able to pass the department's security clearance standards, including Reference check, Criminal History check and satisfactory driving record.

SUPERVISION RECEIVED:

Works under the direction of the Library Director.

SUPERVISORY RESPONSIBILITIES:

- Supervises circulation and processing staff and volunteers.
- Supervises the implementation of collection maintenance projects.
- Oversees scheduling staff to insure consistent staffing levels.
- Supervises all staff in the absence of the Director.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Be able to lift and carry materials weighing up to 30 lbs.
- Be able to reach above the head and bend to floor level
- Ability to maintain physical condition necessary for standing, bending, kneeling and moderate lifting.
- Sufficient strength and stamina to walk and stand for several hours at a time.
- Ability to operate a computer to access and input data, and type at an acceptable rate of speed.
- Ability to operate a computer to access and input data, and type at an acceptable rate of speed.

TOOLS AND EQUIPMENT USED:

Computers, Photocopy machines, and other office equipment.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee works in a Public Library Building. This has characteristics of an office environment, as well as a retail environment.
- This position may participate in outreach activities outside of the library building. These activities could take place in an elementary, middle, or high school, a public park, or other public buildings.
- Must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.
- This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related or logical assignment to the position.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related or logical assignment to the position.

Sarah McIntyre
Library Director

Adopted: 07/01/2015

Revised: 02/08/2017, 03/21/2018, 12/31/2018, 8/2020, 6/2023

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee

Date