

ASSISTANT LIBRARY DIRECTOR

Job Classification: Full-Time, 40 hours/week; Exempt; Fringe Benefits; OPERS Retirement

Job Location: Ida Rupp Public Library

JOB DESCRIPTION

Job Summary:

The Assistant Director aides in the management, supervision, and administration of the library to provide maximum service to library patrons in accordance with library policy.

The Assistant Director will oversee the development and maintenance of the library's print and electronic collections, directly or through supervision.

The Assistant Director is responsible for supervising library programming and outreach services at the main library.

Reporting directly to, and working closely with, the Director, the Assistant Director will also collaborate most often with the Circulation Supervisor and Fiscal Officer.

Essential Duties and Responsibilities:

- Receives oral or written direction from Director.
- Responsible for library operations in the absence of the Director.
- Supervises Adult and Youth staff at main library.
- Assists in near-term and long range planning of library services; including statistical evaluation of services.
- Assists the Director in the development of library policy and procedures.
- Participates in preparation of annual library budget.
- Leads and/or assists in coordinating work of all departments.
- Fills in at public services desks as required; provides patron service by assisting patrons with library services, equipment, and facilities.
- Coordinates summer reading with assistance from youth, adult and branch staff.
- Utilizes computer applications and library equipment, maintains current knowledge of system wide and location specific procedures, processes, policies and operations. Utilizes Intranet, email, and voicemail to maintain open channels of communication.
- Ensures safe conditions for staff, public, and building operation; including maintenance of building emergency maintenance manual.
- Responsible for statistical reports, materials lists and bibliographies as needed.
- Performs other duties as assigned, including serving on teams and committees, etc.
- Participates in the hiring, training, and evaluating of staff.

Additional Duties:

- Conflict resolution concerning patron demands and behavior.

- Conducts and leads departmental meetings as needed to foster clear communication, build teamwork, and accomplish goals.
- Assist in maintenance of Library's Website and Social Media.
- Specialized tasks as assigned.

Interaction:

Library staff, patrons, and community organizations/individuals and library Board of Trustees.

Minimum Qualifications:

- Bachelor's degree.
- Three to five years of public library experience.
- Three or more years of progressive supervisory experience.
- Demonstrated service-oriented professional experience.
- Proficient in the use of the Integrated Library System (ILS).
- Ability to maintain confidentiality and use appropriate judgment in handling information and records.
- Ability to work accurately with attention to detail.
- Ability to retain, follow, and recommend library policies and procedures.
- Successfully pass a background check.
- Valid driver's license and proof of insurance.

Highly Preferred Qualifications and Competencies:

- Master of Library Science from an ALA-accredited university or equivalent preferred.
- Works hard, is energized by challenges, and welcomes collaboration. Seizes opportunities and acts upon them.
- Proficient in the knowledge and skills required to perform the job at a high level of performance.
- Manages time effectively and efficiently. Focuses time and effort on priorities and across a range of activities.
- Acts with the patron in mind. Meets the expectations and requirements presented by the public.
- Gains technical skills quickly. Capable of learning new organizational, product, or technical knowledge.
- Fosters communication and teamwork between departments.
- Exhibits creativity.

Computer/Technology Skills/Equipment/Software Skills:

- Microsoft Office (Excel, PowerPoint, and Word).
- Integrated Library System (ILS), preferably SirsiDynix Symphony Workflows.
- Integrated Library System (ILS) reporting software, preferably BLUEcloud Analytics.
- Library research interfaces such as EBSCOhost, ProQuest, etc.
- Web browsers such as Google Chrome or Microsoft Edge.
- Digital Library programs such as Libby, Hoopla, Kanopy, etc.
- Print Management software, preferably Envisionware.

Supervisory/Management Responsibility:

Adult and Youth Librarians and Associates.

Travel Requirements:

Periodic travel to other Ida Rupp Public Library System locations, outreach events and training.

Physical Demands:

Nature of work requires an ability to effectively communicate and exchange information, collect, compile and prepare work documents operating standard business office equipment. Periodic to occasional travel by automobile is required for position responsibilities and/or training. Manual dexterity and physical ability to perform tasks. (i.e. repeated lifting, continual standing, reaching, bending, and walking).

Work Environment:

Majority of the work performed in a general office/library environment. May require availability for extended or nontraditional hours as needed to perform job duties. Requires periodic participation and attendance at related library events and training.

DISCLAIMER: The information in this summary indicates the general nature and level of work performed within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.