

Stokes Brown Public Library Position Description

Job Title: Assistant Library Director
Reports To: Library Director
FLSA Status: Exempt, Full-Time, 40 hours
Prepared Date: February 2016 **Revised** September 2020

SUMMARY

This position manages, organizes, and coordinates the overall operation of public library services for Robertson County.

Work involves assisting the Director in the management of a public library collection and for the provision of library services to patrons and community organizations. Duties include policy recommendation, departmental planning, and direction and administration of library activities. The work requires that the employee have thorough knowledge, skill, and ability in every phase of management or the public library field.

General Duties include the following. Other duties may be assigned.

- Supervises, directs, and evaluates staff, handling employee concerns, assigning work, counseling, and conducting disciplinary and other personnel actions. Assists in hiring and termination of employees.
- Oversees training of library employees in conjunction with Director.
- Oversees daily operations of the library; may fill in for personnel or reassign personnel when the library is short-handed.
- Is very familiar with all aspects of the operations of each library department and helps to develop services that continue to meet and exceed the needs of library users.
- Attends training sessions to remain knowledgeable of library operations and to promote improved job performance.
- Assists Director with budget on ongoing basis as needed.
- May review, evaluate, select, and order library materials. May examine and determine materials to be discarded, repaired, or replaced.
- Conducts regular staff meetings in Director's absence.
- Attends Board of Trustee meetings. Reports to Board in Director's absence.
- Serves as the library representative at local, state, county, and federal functions in the Director's absence.
- Confers with Library Director, Library Staff, and the general public to provide information and to resolve problems and complaints.
- Assists in genealogy research and maintaining the genealogy department; may work closely with individuals completing genealogy and local history research.

Additional Duties

- Advises, consults, and confers with other libraries, professionals, officials, citizens, and community groups.

- Assists the Director in reviewing and evaluating the library's services and programs on an annual basis.
- Prepares grant requests to state and federal agencies and non-profit foundations, and administers grant funds upon award.
- Assists with direct patron services, as needed.
- Attends conferences, workshops, and meetings and reads professional literature to stay informed on issues related to library management and services.
- Serves on professional and community committees, as requested, to advance the library and the library profession.
- Performs other duties, as required.

Qualifications Profile

- The ideal candidate will possess any combination of experience that would likely produce the required knowledge and abilities. A desirable combination is:
 - A Master's Degree in Library Science (MLS) and/ or 3 years relevant library experience.
 - Bachelor's Degree and a minimum of 3 years of relevant work experience in a business or public administration setting.
 - Experience in human resources or in an administrative or supervisory capacity is preferred, but not required
- Excellent communication skills and organizational skills.
- Ability to administer the activities of a public library and to supervise the work of others.
- Ability to work with the Director in the development of short and long term development, plans, and objectives.
- Maintains knowledge of standard library principles and practices, concepts of freedom of speech, copyrights, collection development, patron confidentiality, censorship, and other library ethical issues.
- Proficiency with computers, popular library software, internet and digital communications.
- Thorough ability to establish and maintain effective working relationships with superiors, subordinates, associates, officials of other agencies, and the general public.
- Mathematical ability to handle required calculations using percentages and decimals.
- Ability to read, understand, and interpret statistical and financial reports and related materials.

Physical Demands

Duties are performed indoors in office environment. Duties require extended periods of standing, walking, sitting, and talking or hearing. Duties require occasional periods of climbing or balancing, pulling/pushing items, lifting/carrying items, keyboarding, reaching with hands and arms, stooping, kneeling, crouching, or crawling. Weights up to 50 pounds are encountered. Must be able to push and pull carts weighing up to 80 pounds. Vision requirements include close vision and ability to adjust focus. Must be able to do math at the algebraic level. Reading materials and verbal instructions require complex interpretation. Hazards are considered minor and controllable, but may include exposure to human error and angry/hostile humans. The noise level is usually moderate. Must be able to transport oneself to work-related meetings, workshops, conferences, etc.

Employee Expectations

- Adheres to Library Policies and Procedures.
- Acts as a role model within and outside the work environment.
- Maintains a positive and respectful attitude.
- Communicates regularly with supervisor about library issues.
- Demonstrates flexible and efficient time management and ability to prioritize workload.
- Consistently reports to work on time prepared to perform duties of position.
- Maintains appropriate customer relations.

Note: The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.