

ASSISTANT LIBRARY DIRECTOR

General Statement of Duties:

Assists in the direction of all aspects of library services; assumes full charge in the Library Director's absence.

Supervision Received:

Works under the direction of the Library Director.

Supervision Given:

Exercises working supervision over all employees engaged in various library functions.

Responsibilities:

This professional, administrative, and supervisory position assists the Library Director in the overall management of the library, playing a major role in personnel administration, daily operations management, public programming and marketing; Serves as Acting Director in the Library Director's absence.

Principal Duties:

- Assists in the development and implementation of strategic plans, including priorities, goals, objectives, and policies; assists in planning and implementing library technology services
- Assists in selecting, supervising, motivating and evaluating employees; plans and coordinates staff development and training; oversees all scheduling of employees
- Assists in monitoring and evaluating the effectiveness and efficiency of service delivery; identifies opportunities for innovation and improvement and helps effect changes
- Plans and coordinates public programming for adults, and oversees programming for all ages to assure alignment with strategic goals and objectives
- Plans and coordinates library marketing and public relations activities and initiatives, including and maintenance of library web and social media sites
- Assists in acting as official library representative to other city departments and outside agencies; assists in developing partnerships and coordinating library activities with other departments and organizations
- Attends and participates in professional meetings and committees; keeps well informed of current trends and best practices in library services.
- Assists in developing and administering the library budget; helps establish appropriate service and staffing levels and allocates resources accordingly
- Assists in responding to and resolving inquiries and complaints from both internal and external sources
- Compiles and analyzes library usage data and prepares reports as needed
- Identifies and pursues grant opportunities and administers grant-funded projects
- Performs other duties, as assigned, consistent with administrative functions and responsibilities

Minimum Requirements:

- Bachelor's degree and Master's degree in library science from an ALA-accredited library school
- Five years of successful professional related work experience, at least three of which have been in a position of supervisory and administrative responsibility in the provision of public library services
- Demonstrated management skills, including the ability to work and interact effectively with library staff, trustees, city officials and the public
- Experience with integrated library systems and common office computer applications
- Willingness and ability to travel to required locations in a timely manner

Preferred Qualifications:

- Thorough knowledge of modern public library principles and practices
- Knowledge of leadership and management principles; public library issues and trends; and technology
- Demonstrated commitment to innovative and customer-responsive service
- Ability to direct and motivate professional and paraprofessional staff
- Experience in serving diverse populations
- Experience planning, implementing and evaluating public programs
- Experience in marketing, public relations and outreach
- Experience in grant writing and collective bargaining
- Strong oral, written and interpersonal communication skills, including the ability to communicate effectively in both oral and written English; capacity to be easily understood on voice telephone
- Ability to operate a variety of equipment, such as computers, scanners, copiers, facsimile machines, CD/DVD players
- Vision requirements include close vision, distance vision, depth perception and the ability to adjust focus