Job Description

Position Title: Assistant Director

Classification: M

Supervisor: Executive Director

FLSA Status: Exempt

## REQUIREMENTS FOR ALL EMPLOYEES

1. Ability to openly and respectfully engage with staff, patrons, supervisor and others.
2. Ability to work accurately in a changing and varied environment, and with frequent interruptions.
3. Ability to maintain patron privacy and confidentiality of patron records.
4. Ability to communicate clearly.
5. Ability to use various technologies to complete work.
6. Ability to follow library policies and procedures.
7. Ability to understand, practice and demonstrate the library’s Service Standards and Equity, Diversity, and Inclusion values.

## POSITION SUMMARY

Under the direction of the Executive Director, this position facilitates superior library service to patrons by assisting the Executive Director with management of the library, facilities, technology planning, special projects, and administrative duties.

## REQUIREMENTS FOR THIS POSITION

1. Knowledge, skill, and development in the following areas which are often gained through a post-secondary degree (e.g. MLIS) or experience:

* **Communication Skills** include accurately comprehending, assessing, and conveying written and verbal information to individuals and groups in a variety of settings including organizational and library conferences, meetings, and publications, facilitating groups in meetings and programs.
* **Computer Skills** include using word processing and spreadsheet applications including MS Office Suite and Google Workspace, effectively using email and Google calendar, performing internet searching, using cloud-based communication tools such as Google Chat and Zoom, maintaining and organizing digital files, and instructing and training others to use technology.
* **Critical Thinking & Problem Solving** includes analyzing and evaluating information in order to assess an issue, make a decision, and take action.
* **Time Management** includes prioritizing tasks, meeting deadlines, planning for long term tasks, and managing time independently.
* **Research Skills** include interviewing others to understand their requests, understanding and explaining information and media literacy and fluency, evaluating sources and instructing others to access and use library resources.
* **Organization of Information** includes an understanding of basic library organizational systems and the methods by which information is stored and categorized.
* **Instruction and Facilitation** includes instructing and training others to access library resources and use technology and facilitating groups of people in meetings and programs.
* **Core Library Tenets** include understanding and upholding intellectual freedom; protecting patron confidentiality and privacy; supporting access to information and opposing censorship; supporting lifelong learning; and assessing and providing for the needs of diverse communities.

1. Thorough knowledge of federal, state and local governmental and employment laws.
2. Thorough knowledge of general library philosophy, including the Library Bill of Rights and the ability to transform that knowledge into daily practice in the fulfillment of responsibilities.
3. Working knowledge of library related technology and software with the ability to problem solve and troubleshoot.
4. Working knowledge of budget preparation, public library administration, project planning, and supervisory methods and techniques.
5. Seven years of experience in a public library.
6. Five years of supervisory work.
7. Experience in handling confidential information.

## ESSENTIAL FUNCTIONS

1. Oversees the managers of Circulation, Maker Services, Security, Technical Services, and Events Production, including hiring, training, supervising, coaching, and evaluating.
2. Serves as person in charge of the library in the absence of the Executive Director.
3. Manages IT outsourcing, overseeing technology upgrades and technology projects.
4. Maintains safety and security in the library including providing training for library staff, regularly updating the Operations Manual, maintaining safety related equipment and supplies, and overseeing ADA accommodations.
5. Manages responses to patron comments and serves as liaison to the Friends of the Library.
6. Supervise the gathering, analyzing, and reporting of data related to the library’s collections, services, programs, facilities, and operations and prepares and maintains departmental records, statistics and reports.
7. Works on library wide projects, initiatives, and issues as a key member of the Administration Leadership Team in conjunction with the Executive Director, Facilities & Operations Director and HR Manager.
8. Participates in appropriate local, state and national organizations.
9. Participates in relevant training, continuing education and/or staff development.
10. Specific responsibilities/functions will be assigned by the manager on the basis of experience, skills, needs of the department and number of hours worked.

## WORK ENVIRONMENT

Work is normally performed in a typical interior/office environment with occasional visits to other organizations and outdoor events. This role routinely uses standard office equipment such as computers, phones, and photocopiers. Noise level may vary from quiet to loud. Some remote work may be available. The employee is required to work evening and weekend hours.

## PHYSICAL REQUIREMENTS

1. Constantly operates a computer and other office machinery, such as printers and copiers.
2. Constantly communicates with staff, vendors, and patrons.
3. Constantly discerns items near and far.
4. Frequently inspects files and papers.
5. Frequently moves about building to interact with staff and patrons.