

Crete Public Library District

Position Description: Assistant Director / Adult Services Manager

Status: Full-time Exempt

DEFINITION: Under the direction of the Executive Director, assists with the overall management of the library. May be responsible for decisions regarding library emergencies. Responsible for leadership and management of the Adult Services Department (serving teens through adults). Supervises up to 7 Adult Services staff. Serves as Director in the absence of the Executive Director and acts as Librarian-in-Charge as assigned. Serves on the library management team.

- Provides consistent gracious and friendly service to internal and external customers.
- Understands and enforces library policies and procedures while safeguarding confidential and restricted information.
- Actively pursues opportunities to increase knowledge of current technology and library trends.
- Exhibits a willingness to go above and beyond the call of duty to meet patrons' requests and to promote a positive image of the library throughout the community.

DUTIES AND RESPONSIBILITIES:

1. Acts as Library Director in the absence of the Executive Director, overseeing the day-to-day functions of the library.
2. Distributes and communicates information appropriately to management team and staff.
3. Understands and enforces library policies and procedures while safeguarding confidential and restricted information.
4. Hires, trains, schedules and evaluates department staff.
5. Coaches and counsels Department Managers.
6. Responsible for envisioning, developing, and implementing initiatives and activities supporting the library's long range plan.
7. Coordinates and implements staff development initiatives, orientation and in-services.
8. Regularly works the Information Desk.
9. Responsible for the overall development and maintenance of the adult/teen collection and budget.
10. Represents the library in the community through various means, such as school visits, class tours, etc.
11. Responsible for planning, developing and presenting programming for adults and teens.
12. Responsible for reporting internal department statistics and writing monthly Board report.
13. Keeps work areas neat and orderly.
14. Attends monthly Board meetings and other appropriate meetings as assigned by Executive Director.
15. Performs other duties as assigned by Executive Director.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Considerable ability to establish and maintain effective working relationships with staff, trustees and public.
2. Knowledge of the principles of library service.
3. Considerable ability to exercise professional and independent judgment and discretion.
4. Considerable ability to develop and facilitate team-based planning and collaborative problem solving.
5. Considerable ability to communicate effectively orally and in writing, in English.
6. Considerable knowledge of professional library practices, procedures and technology.
7. Knowledge of public library administrative principles and practices, including human resources.
8. Considerable knowledge of popular literature and culture for adults and teens.
9. Considerable ability to conduct a reference interview.
10. Considerable ability to conduct advanced searching using the Internet and other electronic resources.
11. Willingness to learn and model new skills and concepts.
12. Knowledge of PC and office software applications.
13. Ability to make public presentations.
14. Ability to remain calm and effective in difficult situations.
15. Ability to manage and prioritize multiple tasks.
16. Ability to adapt to and effectively manage change.
17. Ability bend, stoop, lift and carry.

QUALIFICATIONS:

1. MLS from an ALA-accredited institution.
2. Five years of library work experience.
3. Three years of supervisory experience.
4. Staff training and development experience desirable.
5. Willingness to work evenings and weekends.
6. Access to transportation.