JOB TITLE: Assistant Director

DEPARTMENT: Administration

CLASSIFICATION Group 11

STATUS Exempt

GENERAL STATEMENT:

Under the administration of the Library Director, the Assistant Director performs a variety of administrative and supervisory work in developing library staffing and services. This person supports the Director in planning and implementing the library budget, reviewing and revising policies and procedures, and managing special projects. This person serves as Librarian in Charge in the Library Director’s absence. This person deals responsibly with patron problems and emergencies to maintain a safe and pleasant environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Understands and practices the Vision and Key Beliefs of the Des Plaines Public Library.
2. Provides uniformly gracious and friendly service to all users.
3. Understands and enforces the library’s policies and procedures, while safeguarding confidential and restricted information.
4. Assists the Director and Human Resource Manager in the hiring, training, supervising, disciplining, and evaluating of all current staff members.
5. Oversees the Head of Adult Services, Head of Youth Services, Head of Circulation Services, Web Services Manager, and Manager of Technical Services.
6. Provides leadership and direction in the development of short and long range library plans; gathers, interprets, and prepares data for reports and recommendations; coordinates activities across departments as needed.
7. Serves as liaison to the Friends of the Library, civic groups and the general public.
8. Assists in the preparation, implementation, and maintenance of the library budget.
9. Regularly attends the Board and Committee meetings.
10. Oversees the general management of the library collections.
11. Evaluates library programs and services, and recommends changes or new ideas to meet community needs
12. Conducts bid procedures and makes recommendations as assigned.
13. Responsible for system, state, and federal statistics and reports.
14. Maintains memberships in professional library associations and participates in their activities.
15. Attends appropriate meetings, workshops, and conferences.
16. Keeps informed of current trends and developments affecting libraries.
17. Represents the library at community organizations and events.
18. Writes and manage grants.
19. Maintains neatness of public and personal areas including floors, desks, counters, shelves, and tables, and personal space visible to the public.
20. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Masters Degree in Library Science from an ALA accredited program.
2. Seven years as a professional librarian in public services.
3. Five years of supervisory experience.
4. Three years administrative experience.
5. Available to work evenings and weekends.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Considerable ability to perform excellent customer service and to communicate general library policies and procedures to the public.
2. Considerable ability to establish and maintain effective work relationships with staff and patrons and community agencies.
3. Considerable skill in developing and facilitating team based planning and collaborative problem solving.
4. Considerable ability to resolve difficult situations in a calm and professional manner.
5. Considerable knowledge of the professional practices, procedures, and techniques of library science.
6. Considerable knowledge of administrative practices such as finance, human resources, strategic planning, and change management.
7. Considerable ability to analyze and develop new library programs and services.
8. Considerable ability to communicate plans, procedures, directions, and recommendations, both verbally and in writing.
9. Knowledge and skill in the use of appropriate software applications.
10. Willingness to learn, model, and communicate new skills and concepts.

TOOLS/EQUIPMENT USED:

A variety of office machines, computers, and library equipment.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger; handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift up to 25 pounds. The employee must transport/move up to 100 pounds of library materials from one library location to another. Specific vision abilities required by this job include close vision and the ability to adjust focus.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Revised and Approved 11/21/06

Revised and Approved 08/21/07

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