**Reddick Public Library District**

## JOB DESCRIPTION

### **TITLE:** Associate Director **SALARY REVIEW:** Annually

**CLASSIFICATION:** Full-time, Exempt

**REPORTS TO:** Library Director

**Definition:**

A professional position assisting the Library Director with day-to-day operations of the library. In the absence of the Director, assumes all responsibilities of the Director.

**Duties:**

* Works with the Library Director to plan, improve and evaluate library services.
* Recommends policies to the Director and interprets goals, objectives, and policies to the library staff and the public.
* Provides direct oversight to Publicity/Outreach Services department. Supervises staff in this department.
* Attends monthly Board of Trustee meetings and committee meetings; assists in
* preparation for meetings.
* Assists in preparation and administration of the library’s annual budget.
* Plans and coordinates staff training and workshops.
* Assists with the writing of grants and administers grants received as assigned.
* Responsible for collection maintenance and development in assigned areas.
* Assists Library Director with hiring of staff at department head level.
* Provides orientation and consultation for new hires at the department head level.
* Prepares monthly reports, surveys, and other reports as assigned by the Director.
* Serves as co-liaison to Reddick Public Library Friends Foundation.
* Serves as part of the management team.
* Works at reference desk as needed.
* Provides consistent, gracious and friendly service to internal and external customers.
* Represents the Library at community and outside organizational functions.
* Attends meetings, seminars, and professional workshops as required.
* Establishes and maintains effective work relationships with the board of trustees, city officials, community organizations, school groups, library associates and the general public.
* Cooperates as a team member with the library staff in performing any duty essential to the achievement of efficient library operations.

**Qualifications:**

* Master’s degree, preferably in Library Science from an ALA accredited institution and at least 2 years public library work experience. Supervisory experience desirable. Must be able to work evenings and weekends.
* Knowledge of the theories, principles and techniques of librarianship.
* Ability to communicate effectively both orally and in writing.
* Ability to exercise tact, leadership and judgment and direct, coordinate, plan and administer for quality library service to the community.
* Ability to relate to employees and handle personnel issues in a positive and responsive manner.
* Ability to interpret library goals, objectives, and policies as applied to public.
* Ability to work as a reference and management team member.
* Valid driver’s license and access to a vehicle.
* Ability to supervise personnel in accordance with library procedures and policy.

Directly supervises: Publicity & Outreach Services staff