

## **Job Description**



Position: Assistant Director/Head of Youth Services

Reports to: Library Director

Hours: Full-Time, based on a 40-hour workweek

Salary Range: \$40,000-\$45,000 based on experience

Benefits: We offer a comprehensive benefits package including a health insurance plan, retirement plan (WRS), paid holidays, vacation, and sick leave

### **Job Summary**

In the absence of the Director, oversees the daily operations of the Library and exercises authority with regard to personnel, financial management, strategic planning, library automation and expanding information technologies, building facilities, purchasing, collection development, and community (public) relations. Assistant Director must be able to establish effective relationships with employees, board members, and the community.

### **Responsibilities**

- Develop, present, and evaluate library programs for adults, teens, and children
- Consolidate staff program ideas and communicate with the Arrowhead Library System's Public Information Coordinator to promote library programs
- Provide outreach to the community, including nursing and assisted living facilities
- Assist patrons with reference questions, readers' advisory, bibliographic instruction, database searching, and research
- Public service tasks such as checking materials in and out to patrons, answering telephones, and receiving payments for fines and fees
- Supervise and train Library Clerks and Aides in the performance of their tasks
- Prepare bibliographies, reports, and publicity materials for the Library as directed
- Assist with collection management
- Manage all library operations in the absence of the Library Director
- Handle the library's social media accounts

### **Job Requirements**

- Two years of library experience preferred
- Master's of Library Science from an accredited institution required
- Ability to work well with fellow staff members and with the public
- Flexibility in performing different tasks and handling different levels of work
- Judicious use of off-desk time
- Knowledge of public library philosophy, practices, services, operations, and procedures and the ability to apply such knowledge to work performed
- Ability to direct and supervise the work of others
- Excellent written and oral communication skills, including using social media
- Ability to work independently, organize and prioritize work, respond to varied/changing work demands, and make decisions as required
- Ability to use computer software and troubleshoot computer problems where appropriate
- Willingness to maintain skills through active participation in appropriate continuing education activities
- Physical ability to bend, stoop, push, reach, grasp, handwrite and type, lift, and carry up to 40 lbs.
- Ability to listen to and communicate effectively with others in person and on the telephone
- Ability to assess visual cues. Far vision at 20 feet or further; near vision at 20 inches or less

Appointment and/or continued employment is contingent on successful completion of a background check.

Approved and adopted by the Eager Free Public Library Board of Trustees on May 25, 2021.