

Assistant Library Director Position Description

Statement of Duties:

Assistant Director assists and substitutes for the Library Director. Primary directive is to provide excellent service to the Patrons of the Eager Free Public Library.

Distinguishing Features of the Position:

This position reports to the Library Director and to the Library board in the absence of the Direction. Typical work week is approximately 32-40 hours a week.

Examples of work (illustrative only):

Primary Responsibilities:

- Developing, presenting and evaluating library programs for adults and children.
- Providing outreach to the community, including nursing and assisted living facilities and to homebound.
- Assisting patrons with ready-reference questions and 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.
- Supervising and training Library clerks and aides in the performance of their task.
- Preparing 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.
- All other duties as assigned.

Required Knowledge, Skills, and Abilities:

- Two years of library experience preferred.
- Master's of Library Science required.
- The 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;
- The ability to direct and supervise the work of others;
- Excellent written and oral communication skills, including using social media;
- The ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required;
- The ability to use computer software and troubleshoot computer problems where appropriate;
- Willingness to maintain skills through active participation in appropriate continuing education activities;

Work environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderately noisy.

Physical Demands:

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 use hands and arms. Physical ability to bend, stoop, push, reach, grasp, finger for writing and typing, lift, and carry up to 40 lbs. Ability to listen to and communicate effectively with others in person and on the telephone. Specific vision abilities required by this job include far vision at 20 feet or further; near vision at 20 inches or less; and the ability to adjust focus.

Selection guidelines:

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description of the Assistant Library Director does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. No individual City official or Library Board member has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Library Board.

Approved by Library Board 02-28-17