Assistant Library Director

Department: Library
Supervisor: Library Director
Pay Grade: 21
FLSA Status: Exempt
Last Revised: January 2017

Overview

Under general direction of the Library Director, this position assists in planning and directing the operations and activities of the library within the policies, procedures and practices established by the City of North Liberty and the Library Board of Trustees. This position involves working with community and City leaders, public speaking and a high level of responsibility for decision-making regarding day-to-day library operations. This position acts in the capacity of Director in the Director's absence. The Assistant Director will also perform front line tasks related to circulation of library materials and patron customer service including, but not limited to, readers' advisory and helping patrons locate library materials. The Assistant Director will provide consistent, courteous and sincere customer service to patrons and library staff at all times. This position is responsible for the direct supervision of all library support staff and volunteers in carrying out assigned duties.

Essential Functions and Duties

- Assist the Library Director in the management of library operations within the framework of the City of North Liberty and Library Board plans, policies and budget.
- Hire, evaluate and discipline support staff.
- Supervise library staff and training of new staff, including reviewing and updating staff schedules.
- Provide leadership and management to library sub-departments.
- Aid in writing and maintaining library policies and procedures as pertains to library operations.
- Provide written reports to the Library Board each month.
- Seek partnerships with area agencies, businesses and organizations through active involvement and marketing of the library.
- Seek appropriate grant and funding opportunities to supplement the library budget as appropriate.

- Attend civic meetings to provide presentations or discussions regarding upcoming and ongoing events and services pertaining to the library.

- Keep current through professional development and literature to evaluate trends and innovations in library services.

- Assist with evaluating library needs and formulating short and long range plans to meet them, including budget development and facilities planning.

- Attend library board meetings, city council meetings and other city management meetings as assigned or in the absence of the Library Director.

- Participate in area, state and national library associations and activities.

- Participate in City-related events and committees, including providing assistance to City staff and other departments as needed.

- Work directly with the Technology Services Librarian on development and maintenance of library technology and automation.

- Aid in development of annual in-service training programs for library staff and volunteers, working with the Library Director and other support on content.

- Reads widely in local and professional literature to assure awareness in contemporary trends in community, subject area, and librarianship. Maintains certification and skills by participating in continuing education opportunities.

- Other duties as assigned.

Qualifications

Position requires a bachelor's degree in any applicable field of study or five years of equivalent work experience, including two or more year's supervisory experience in the library field or any combination of training, education and experience which provides the required knowledge, skills and abilities. Must have knowledge of current library trends in all areas of library operation, including information technology and library automation. Must have the ability to relate well to a variety of people; to adapt in difficult situations; to work a variety of hours; to stimulate interest in the concerns and resources of the library; to express clearly and concisely both orally and in writing to groups and individuals; to organize, assign and supervise the work of staff and volunteers; and, to interpret library policy.

Licenses and Certifications:

Obtain Iowa Public Library Certification within one year of hire or as courses are available; maintain Iowa Public Library Certification by attending available continuing education courses and seminars.

Physical, Mental and Environmental Requirements

Position requires light work with the ability to lift up to 20 pounds. Climbing, pulling, kneeling, stooping, fingering, crawling, crouching, feeling, standing, reaching, hearing, pushing, walking, balancing, lifting, grasping, talking, and repetitive motion is required on a regular basis. Visual and aural perception must be sufficient to operate a variety of office equipment and to communicate effectively with members of the public. Must be functionally literate in written and spoken English and be able to follow written and oral instructions. Position requires exposure to inside environmental conditions.

This job description is not the complete statement of every task and responsibility that is required of this position. It contains the major duties performed by an individual and may require assistance with other tasks as necessary.