



JOB TITLE: ASSISTANT LIBRARY DIRECTOR

General Description:

Assists the Library Director in the management, supervision, and administration of the library to provide maximum services to library patrons in accordance with library policies. This 40-hour per week position reports to the Director and must be able to perform many library tasks. In the absence of the Library Director, the Assistant Director assumes the responsibility for library operations. Also, maintains a working knowledge of library management through continuing education and shares the duties of the Library Assistants as time allows.

Reporting Relationship(s):

Reports to: Library Director

Supervises: As assigned by Library Director, may supervise Library Assistants, Children's Librarian, Student Aide, Volunteers and community service persons.

Principle Responsibilities and Duties:

- Provides exceptional services to library patrons at the circulation desk, and responds to questions in-house and off-site using the web, phone, email, etc.
- Assists Director with staffing and management issues.
- Oversees circulation specific tasks including managing overdue, lost, and damaged materials, and inter-library loans.
- Catalogs, classifies, and processes all library materials using ALA and Dewey principles and practices.
- Assists in developing library collections by selecting, acquiring, and weeding library collections based on the collection development policy.
- Aids the Director in the development of library policy and procedures.
- May assist the Director in budget preparation, negotiation of expenditures, and grant writing.
- Organizes and performs duties connected with special library projects and may plan adult, teen, and youth programming at the request of the Library Director.
- Assists in planning, implementation, and evaluation of long and short-term goals and objectives.

- Ensures safe conditions for staff, public, and building operation. Takes appropriate action in building emergencies.
- Maintains an annual personal professional development program, which may include travel for conferences and events
- Performs the functions of the Library Director in the absence of that individual.
- Performs other duties as assigned.
- Maintains reliable attendance

Minimum Qualifications:

- Ability to work all hours of library operation, including evenings and weekends.
- Ability to communicate effectively with all age levels, abilities, and backgrounds using written and verbal communication.
- Ability to train, coordinate, and supervise library staff.
- Ability to exercise leadership and motivate others.
- Ability to perform quality customer service for library patrons of all ages.
- Experience with computer systems including proficiency in word processing, database use, spreadsheets, and Internet use.
- Ability to use a computer, copy machine, and other office equipment.

Preferred Qualifications:

- Experience working in a library setting
- Management experience
- Familiarity with books and other library resources
- Strong organizational skills

Physical and Environmental Characteristics:

- Ability to perform repeat physical activity including bending, reaching, stooping, crouching, kneeling, and prolonged periods of sitting or standing.
- Ability to lift and move up to fifty (50) lbs; carrying or moving books
- Pushing and/or pulling up to 100 lbs; set up tables, chairs, & equipment
- Ability to work effectively under stressful conditions in a fast-paced environment

Disclaimer:

The intent of this job description is to provide a representative summary of the major duties and responsibilities of the position. Incumbents may be required to perform job-related tasks other than those specifically presented in this description. This job description does not constitute a contract of employment.

Adopted: September 10, 1990

Revised and Adopted: March 13, 2025