

# **Town Library Job Description**

**Position:** Assistant Director, Library Services

**FLSA:** Exempt

**Reports To:** Library Director

**Supervises:** Supervises employees in the assigned area of responsibility.

## **SUMMARY OF RESPONSIBILITY:**

The Assistant Director of Library Services assists the Library Director in the planning, organizing, directing, and coordinating the operations, programs, and services of the library. The Assistant Director promotes a culture that reflects the Library's values, encourages good performance, and rewards creativity, innovation and productivity. As a department head, this position is a member of the library's leadership team.

## **Essential Functions:**

- Directs library operations in the absence of the Director.
- Approves purchases in the absence of the Director.
- Assists with the search, hiring, training and professional development of staff.
- Schedules and supervises staff and volunteers of the assigned department including approving timesheets and covering service desks as needed.
- Assists the Executive Director with the development of library policies and procedures, and ensures team members receive appropriate training to ensure understanding and compliance.
- Assists in the development and monitoring of library short and long-term plans.
- Oversees outreach services to the community.
- Acts as staff liaison to the Friends of the library, presents funding requests on behalf of departments, and monitors the Friends' budgets.
- Assists with the preparation and monitoring of the budget and expenditures.
- Assists the Library Director with the preparation and submission of local, state, and federal surveys and reports.
- Prepares and presents reports on specific projects, services and programs as determined by the Library Director.
- Collaborates with the Library Director on the identification, preparation and monitoring of local, state, and federal grant funding.

## **Other Functions:**

- Plans, organizes, and implements special projects as needed or determined by the Executive Director.
- May be asked to attend meetings in the absence of the Executive Director.
- Attends professional meetings, conferences, and maintains active membership in professional library associations; participates in activities of professional organizations including presenting at conferences, workshops etc..
- Participates in professional development opportunities such as workshops and classes to stay up-to-date on relevant skills and trends in the field.
- Performs related duties as required.

**The duties listed above are intended only as illustrative 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 or a logical assignment to the position.**

**Education and Experience:**

- Masters' Degree in library science from an ALA accredited institution, or equivalent combination of education and experience.
- Five years of increasingly responsible experience in the library profession is preferred.
- Supervisory experience is preferred.

**Knowledge, Skills, and Abilities:**

- Knowledge of the principles, practices and techniques of modern library operation and administration is required.
- Thorough knowledge of and background in various types of informational materials in various formats is required.
- Solid working knowledge of all MS Office suite software is required.
- Knowledge of various technologies including social media is required.
- Ability to provide welcoming and effective customer service.
- Ability to establish and maintain effective working relationships with individuals and groups, both professional and non-professional, co-workers, management personnel, patrons, the public and others.
- Ability to work in a fast-paced environment and juggle multiple priorities.
- Ability to think quickly, assess a situation and make sound decisions.
- Ability to create clear and concise reports, and to deliver them orally.
- Ability to deal effectively with elected officials, and other public constituencies.