

Trails Regional Library

Assistant Director

Job Description

SUMMARY

The Assistant Director is an essential supervisory position for the system and s/he establishes the environment for other staff in terms of professionalism and customer service. The Assistant Director assumes responsibility for one or more significant functions and shares responsibility for the operation of the library district by serving as a member of a management team with the Director.

HOURS OF WORK

The Assistant Director is a full-time, exempt position with a minimum of 40 hours per week, typically 8:00 to 5:00, Monday through Friday. Work schedule is subject to change according to the needs of the library system, including evening hours and Saturdays.

EDUCATION AND EXPERIENCE REQUIREMENTS

MLS from an ALA accredited library sciences program. At least five years of experience in library administrative work and management.

ESSENTIAL DUTIES

In addition to any other duties as assigned, the Assistant Director has these specific responsibilities:

Administration:

1. Fulfill assigned duties for the Director in his/her absence
2. Maintain a working knowledge by assisting in implementation and review of policies/procedures for the district
3. Co-ordinate training for all staff under the direction of the Director
4. Assist administrative staff and branch staff with grant writing
5. With the Director and other staff, plan improvements to district services, facilities, collections, etc.

Services: Oversight of services, including direct supervision of eight Branch Managers, Technical Services Coordinator, Services Coordinator and the Systems Administrator.

1. With the HR Director, assist staff with specific personnel issues under the direction of the Director
2. Assist Managers in branch or department plans, budgetary requests, and implementation processes of approved budget requests
3. Assist Managers with responses to patron questions and concerns, making reports and referrals as necessary to the Director

CONDITIONS OF EMPLOYMENT

1. Supervise employees of varying cultures, ages, and abilities
2. Work at varying paces to respond to needs of patrons and staff members
3. Work well with staff to provide exemplary service to all patrons
4. Discipline patrons or staff regarding infractions of library policies and procedures

including behavior by patrons or staff such as viewing inappropriate images or language on the public access computers

5. Travel to branch libraries and mandatory training is required

SKILLS OR KNOWLEDGE REQUIRED

1. Enthusiasm for working with the public and a wide variety of people.
2. Good language, spelling, writing and organizational skills.
3. Strong leadership and supervisory skills
4. Well organized and able to effectively prioritize.
5. Knowledge of Windows Operating System, spreadsheets, word-processing software, Internet browsers, and email.
6. Work without direct supervision.

PHYSICAL REQUIREMENTS

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

1. Maneuver materials, carts, tables and chairs
2. Operate computers, printers and copy machines.
3. Communicate with patrons and staff in person, in writing and on the telephone in English
4. Stand for up to 4 hours without sitting while presenting or assisting
5. Sit for up to 4 hours while doing work on the computer
6. Drive to branch locations or other locations for trainings/workshops etc.

COMPENSATION AND BENEFITS

1. **Salary Track:** J
2. **Exempt Status:** Exempt
3. **Reports to:** Director
4. **Benefits:** This position will receive the following paid benefits as detailed in the library's Personnel Policies: holidays, time off, insurance (health, life, short and long term disability), and retirement. The library offers optional dependent health insurance, vision, dental, voluntary life insurance and AFLAC plans at the employee's cost.

Revised: October 2015

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