

ASSISTANT LIBRARY DIRECTOR

Position Code: 2530
WC Code: 9101
FLSA Status: Exempt
Pay Grade: 357
Location: Library
Approval Date: 2019

General Statement of Duties

Assists Library Director in the management, supervision, and administration of the library to provide maximum services to the library patron in accordance with library policy. Performs managerial duties related to Adult and Youth Services Departments. Directs the library in the absence of the Director.

Distinguishing Features of the Class

An employee in this class is responsible for the quality and quantity of the programs and services offered by the Adult and Youth Services Departments. This position has a close working relationship with the Town's Cultural and Recreational Services and will work at increasing the Library's presence in the community. Additionally, this employee assumes supervisory responsibility for library operations in the absence of the Director.

Work requires accuracy, judgment and initiative. Tact and diplomacy are required in dealing with the public. Work is performed under the general supervision of the Library Director and is evaluated through observation, discussions, reports, quality and quantity of services delivered.

Duties and Responsibilities

Oversee services, programs and training for the Adult and Youth Divisions with a forward thinking vision that reinforces creativity and excellence while remaining budget-aware and results oriented.

Supervises division personnel, including interviews, training, performance evaluations, disciplinary actions, and any required documentation. Approves leave and timesheets for division staff. In the absence of Director: supervises all staff; assures appropriate staff coverage and service to library users; assigns work and provides direction and resolves problems among staff and library users; and handles administrative issues.

Assists in developing and administering policies concerning library operations, budgets and financial reports, grant writing and programs.

Assists in planning, implementing and evaluating library services

Provides leadership in working relationships and communication, ensuring high productivity and quality public service; encourages initiative and creativity.

Develops strategies for moving the library forward in partnership with other Town staff and the community.

Collaborates and communicates with a wide variety of individuals including library staff, Friends of the Library, Cultural and Recreational Services, Town agencies and community leaders.

Collects and interprets community information to help prioritize, streamline resources and develop strategic plans

Participates in statewide library activities

Performs public service functions

Promotes library services and programs within the library and community

Assists in the development and training of staff and volunteers.

Participates in the activities of professional library organizations.

Performs related duties as requested.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Thorough knowledge of the principles, practices, and techniques of modern library operations.

Thorough knowledge of the various types of reference works, literature, technical library publications, audio-visual materials.

Skills in project management, troubleshooting and problem solving.

Considerable knowledge of the organization and functions of local governments.

Considerable knowledge of computer software and hardware applications in a library.

Skills in communicating and presenting ideas effectively in oral and written forms.

Ability to administer the activities of a public library and supervise and plan the work of subordinate staff.

Ability to work independently and in cross-departmental teams.

Ability to establish and maintain effective working relationships with Town and community officials, other departments, employees and patrons.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, stooping kneeling, crouching, standing, walking, reaching, grasping, fingering, lifting, pushing, pulling, talking, hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally; up to 10 pound of force frequently; and a negligible amount of force constantly to move objects.

Must possess the visual acuity to prepare and analyze data and figures, operate a computer, and do extensive reading.

Minimum Education and Experience

Master's degree in Library and Information Science from a college or university accredited by the American Library Association, five to seven of experience in a public library setting, and two to four years of supervisory experience; or an equivalent combination of education and experience.

Special Requirement

Possession of or the ability to obtain the Public Librarian Certificate as administered by the Department of Cultural Resources, State Library of North Carolina.