

Assistant Director

Job Summary – Assists the Library Director with day-to-day operations of the library.

Reports to: Director

Principle Responsibilities and Duties

1. Participate in all responsibilities associated with the Library Clerk position.
2. Coordinate, manage and supervise Front Desk staff for efficient workflows of Library operations.
3. Prepare circulation statistics for monthly reports; develop expertise in all Sierra functions.
4. Assists in cataloging of all new library materials.
5. Pre-processes DVD's and BOCD's prior to cataloging.
6. Responsible for training of staff utilizing Procedures and Policies Manual.
7. Address complaints or problems as they occur in conjunction with Library Director.
8. Present computer classes, as needed.
9. Assist in preparation of Library reports.
10. Attend outside meetings as the Library's representative.
11. Supervise the Library in the absence of the Director.
12. Enhance and promote professional growth through continuing education opportunities.
13. Provide back-up for all staff work processes as well as staff shifts, as needed.
14. Other duties as assigned.

Knowledge, Skills and Abilities

1. Knowledge of federal, state and local laws that impact library operations.
2. Knowledge of integrated library systems.
3. Knowledge of library computer systems and processes
4. Able to use sound judgment in applying the principles of librarianship in a customer driven manner.
5. Ability to exercise reasonable and independent judgment and discretion.
6. Ability to work well under pressure, delegate work effectively, set own priorities for work to be done, and meet deadlines. Ability to analyze and synthesize data to produce new or revised processes and procedures.
7. Ability to adapt to and effectively implement change.
8. Ability to stay calm and effective in difficult situations.
9. Ability to empathize and relate to the needs of all patrons and staff.

Experience:

1. Bachelor's degree, preferably in Library Science from an ALA accredited institution and/or demonstrated public library work experience. Supervisory experience desirable.
2. Knowledge of the theories, principles and techniques of librarianship.
3. Communicates effectively in English, both orally and in writing.
4. Ability to exercise tact, leadership and judgment and direct, coordinate, plan and administer for quality library service to the community.
5. Skill in public speaking and presentations.

Board Approved 11-13-2017