

<b>JOB TITLE:</b>	<b>Assistant Library Director</b>
<b>POSITION TYPE:</b>	Library Service Provider
<b>JOB DESCRIPTION:</b>	Administrative Staff
<b>REPORTS TO:</b>	Library Director
<b>HOURS:</b>	Part or Full time
<b>BASE PAY:</b>	Salaried

## **JOB PURPOSE**

Works under the general direction of the Administrative Librarian, performs professional administrative duties that include supervising employees and daily operation of the library. This position may include managing a service area.

## **DUTIES**

The duties for this position include, but are not limited to, the following:

- Manages library operations in the absence of the Library Director
- Suggests, plans & implements special projects with the approval of the Library Director
- Recommends the hiring, disciplining and firing of employees
- Reviews and approves recommendations by library staff and/or revisions to library policies or programs; submits recommendations to the Library Director
- Participates in formulating policies on book selection, service programs, publicity and public relations
- Maintains an awareness of current library issues and trends affecting all library departments; reads professional literature and attends workshops
- Participates in conducting staff conferences regarding library policies, procedures and techniques
- Attends continuing education classes as required
- Participates in professional library organizations and attends meetings and workshops to remain current in the field
- Participates in the near term and long range planning of library services
- Develops the library collection (in the assigned area) to meet community needs
- Locates, writes and secures grant funding for special projects

## **May Include:**

- Training other employees and volunteers on computer system operation and library policies and procedures
- Supervises other employees
- Supervises volunteers

## **SKILLS REQUIRED:**

- Working knowledge of supervisory methods, including work delegation, scheduling, evaluating performance and maintaining morale
- Ability to push and pull loaded book carts
- Ability to bend, stretch and kneel
- Ability to climb on and balance on a kick stool
- Ability to follow verbal and written instructions
- Ability to communicate verbally and in writing with other library staff and the public
- Ability to work without direct supervision
- Understanding and interest in upholding the library's policies including the Library Bill of Rights

- Ability to transport oneself to work related meetings, workshops, conferences
- Must be friendly and polite with the public and other staff
- Ability to use computer applications for record keeping, word processing and communications.

### **SPECIAL WORKING CONDITIONS**

- Work is performed primarily in a library environment while standing at a counter or shelving books for extended periods of time.
- Physical exertion may be required to lift office supplies and library materials from overhead and from the floor
- Sufficient vision or other powers of observation are essential to permit the employee to read, sort and shelve library materials and maintain patron and cataloging records.
- Work includes prolonged sitting, as well as moderate lifting, carrying, reaching, stooping, pulling and pushing activities, manual dexterity, clear speech, and visual hearing acuity
- Duties are performed indoors in an office environment
- Hazards are considered minor and controllable, but may include exposure to human error and angry/hostile patrons
- The noise level is usually moderate

### **MINIMUM QUALIFICATIONS**

- Equivalent to the completion of a four year degree
- Four years' experience in professional library work, ideally with some experience in a supervisory and administrative capacity
- Master's degree in library science from an accredited ALA school of library science or courses in library science (State Certification, Level IV, for example) is preferred
- Considerable knowledge, skill and ability in as it relates to Public Librarianship
- Word processing and general computer skills
- Experience with online library automation systems
- Must be available to work evenings and weekends
- Must be willing to work with others and be cooperative with all library staff
- Must agree to library confidentiality policy and other employee policies

Adopted by the Orange City Public Library Board of Trustees: 1/20/2015