



**Job Title:** Assistant Library Director  
**Department:** Library  
**FLSA Status:** Exempt, Salaried, Full Time  
**Revised Date:** 6/15/21 (Council Approval)

### **Accountability**

Under the direction of the Library Director and in accordance with City Code.

### **Job Summary**

Supervises and performs all aspects of basic library work; directs Library in absence of Library Director; serves as facilities and office manager for library, assists with staff and public technology.

### **Essential Job Functions**

Administrative: assists with Library Board meeting preparation; substitutes for Library Director when necessary at Library Board, City, and community meetings; when necessary or in absence of Library Director supervises work of library staff; enforces policies of Library Board and City; resolves patron complaints and delinquent overdue situations; represents Library on City Safety Committee; maintains inventory of equipment and furniture; oversees building maintenance, elevator checks, etc., contacts repair companies as needed; organizes and keeps current the staff procedures book; assists with development of library long-range plans, policy statements, budget, etc.; directs the training and orientation of new employees and volunteers.

Clerical: orders supplies, tracks usage, contacts vendors; creates financial reports (petty cash, receipts, Library Board bills, etc.); generates Library Board minutes; inventories new materials as received.

Technical/Computing Services: assists in maintaining staff and public computers working with both hardware and software; uses online vendors to order library supplies; initiates periodical acquisitions and tracks renewals; receives and responds to e-mail from patrons and staff members.

Circulation: starts and closes computer system for staff stations, OPACs, public computers; uses all aspects of circulation computer (checking in and out, holds, lists, etc.); prints and checks overdues; collects fines.

Public Services: offers reader's advisory services; maintains all aspects of Inter-Library Loan; offers patron assistance in-house and over the phone; assists with public computers; offers reference assistance using print and electronic resources; recommends titles for consideration; participates in special projects; schedules meeting room use.

Personnel/Training: creates personal targets for performance evaluation as per City policy; tracks leave hours; attends staff meetings and in-service sessions; attends workshops and classes to achieve and maintain state certification; semi-annually reviews City and Library Board policy.

Miscellaneous: other duties as assigned.

### **Additional Duties and Responsibilities**

Clerical: maintains patron database; shelves all types of materials, and shelf-reads and straightens; delivers mail, agendas; orders and maintains supply of federal and state income tax forms etc.; inventories library collection.

Technical/Computing Services: processes new materials; creates original cataloging for materials not found elsewhere; mends all types of materials; enters new materials on OCLC and/or on in-house system, assists with maintaining library website as needed.

Public Services: calls patrons for holds, overdue notices, other messages; creates and implements programs for children, young adults and adults; promotes new and upcoming acquisitions.

Miscellaneous: duties of Library Clerk and Library Assistant I and II not listed here.

### **Knowledge, Abilities and Skills**

Physical Requirements: ability to lift up to 40 lbs.; ability to use step stools, to stoop or kneel; ability to use phone and computers, microfilm reader, cash register, calculator, etc.

Skills: ability to work well with public; ability to supervise and lead other staff members when necessary; ability to learn, to follow directions, to work with or without supervision; ability to keyboard accurately at 50 wpm; three to four years of experience with various computer programs and functions.

Knowledge: familiar with standard library practices.

Availability: ability to work weekend and/or evening hours regularly; ability to substitute for others when possible.

### **Education and Experience**

Graduation from college with either course work in library science or two years library work experience at Assistant II level or any equivalent combination of training and experience.

**Note**: *The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.*