



Job Title: Library Assistant Director
Department: Library
FLSA Status: Exempt, Salaried, Full Time
Revised Date: 10/6/26 (Council)

Accountability

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

Job Summary

The Assistant Library Director serves as the library's operations manager, ensuring efficient administration of facilities, technology, staff development, procedures, and daily services while supporting implementation of the library's strategic vision and community service goals.

Essential Job Functions

Administrative: assists with Library Board meeting preparation; substitutes for Library Director when necessary at Library Board, City, and community meetings; supervises work of library staff when necessary; enforces policies of Library Board and City; coordinates resolution of complex patron complaints and assists staff with difficult service situations; represents Library on City Safety Committee; maintains inventory of equipment and furniture; oversees building maintenance and facility repairs as needed; organizes and maintains staff procedures manual; assists with development of library long-range plans, policies, budget, etc.; directs training and orientation of new employees and volunteers; coordinates implementation of strategic plan initiatives and tracks organizational progress toward goals; develops and maintains operational workflows and service standards; collects, analyzes, and reports library statistics and operational performance measures; assists Director with organizational assessment, accreditation activities, and continuous improvement efforts.

Clerical: orders supplies and tracks usage, contacts vendors; creates financial reports (petty cash, receipts, Library Board bills, etc.); generates Library Board minutes in absence of the Director; coordinates workflows related to receipt and processing of new materials; coordinates purchasing processes and monitors operational expenditures in accordance with City policies and approved budgets; maintains operational records and documentation necessary for City reporting requirements.

Technical/Computing Services: coordinates library technology systems including public computing, printing, wireless access, integrated library system functions, digital resources, and website administration; assists with evaluation and implementation of emerging technologies; develops and delivers technology training for library staff; serves as primary liaison for technology vendors and support providers; coordinates technology troubleshooting and maintenance activities; receives and responds professionally to emails from patrons and City personnel.

Circulation: oversees circulation procedures, service standards, and workflow effectiveness; provides circulation assistance as needed to support library operations; assists with training staff on circulation policies and procedures.

Public Services: offers reader's advisory services; maintains Inter-Library Loan services; assists patrons in-house and over the phone; offers reference assistance using print and electronic resources; recommends titles for consideration; leads and supports operational and strategic improvement projects; oversees meeting room procedures and scheduling systems; supports staff responsible for programming, outreach, and community engagement initiatives; assists in evaluating public service effectiveness and elevating patron experience.

Personnel/Training: assists Director with performance evaluation as per City policy; tracks leave hours; attends staff meetings and professional development activities; maintains state certification; regularly reviews City and Library Board policies; coordinates onboarding and cross-training of staff; maintains staff training documentation and operational manuals; assists Director with workforce development and succession planning; promotes a culture of communication, teamwork, and organizational effectiveness.

Miscellaneous: other duties included in the Library Clerk and Library Assistant I, II descriptions.

Additional Duties and Responsibilities

Provides operational support across service areas when necessary to maintain effective library services; assists with cataloging, programming collection management, and public activities as operational needs require; performs other duties as assigned or included within the scope of efficient and effective library operations.

Knowledge, Abilities and Skills

Physical Requirements: ability to lift up to 40 lbs. and perform physical tasks including bending, stooping, kneeling, reaching, and using step stools; ability to operate computers, telephones, printers, audiovisual equipment, and other standard office and library equipment.

Skills: ability to provide excellent customer service and maintain positive working relationships with patrons, staff, City officials, and community partners; ability to supervise, train, and support staff and volunteers; ability to communicate effectively, exercise sound judgement, and work independently or as part of a team; ability to organize, prioritize, and manage multiple projects and responsibilities; proficiency with common office software, library technologies, and digital tools.

Knowledge: significant knowledge of public library operations, services, and professional practices for effective and efficient operation; familiarity with technology systems, operational procedures, and customer service principles; knowledge of applicable library policies, City policies, and relevant regulations.

Availability: ability to work evenings, weekends, and special events as required; ability to substitute for the Library Director and represent the Library at Board, City, and community meetings when necessary; ability to attend training and professional development activities.

Education and Experience

Associate's degree or higher in library science or related field from an accredited college or university. Two (2) years' library work experience at Assistant II level or equivalent; three (3) to four (4) years of experience with various computer programs and functions are preferred; or any equivalent combination of experience and training deemed to be sufficient for the position.

Special Requirements

Must possess a valid driver's license and must maintain insurability under the City's insurance carrier.

***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.*