

Assistant Library Director

<p>Job Title</p>	<p>Assistant Library Director</p> <p>(Salaried, Exempt)</p> <p>Approved 06/13/2017</p>
<p>Position Summary</p>	<p>The Assistant Library Director serves under the Library Director and is responsible for assisting with the management of the employees of the Sullivan County Library System in accordance with the policies established by the Board. Additionally, this position assumes the role of Technology Trainer in the absence of grant funding for that position.</p>
<p>Position Requirements</p>	<p>Education: Bachelor’s Degree from an accredited four-year college or university and completion of a Public Library Management Certification program. American Library Association accredited Master of Library Science or Master of Library and Information Science (MLS or MSLIS) degree, or Master’s Degree in administration or management preferred.</p> <p>Experience: Minimum of four years of library experience, as a public assistant library director, branch manager, or equivalent.</p> <p>Preferred Skills:</p> <p>Be able to articulate the value of library services to the community.</p> <p>Possess skills for the successful management and supervision of staff and appropriate programs in the absence of the Library Director.</p> <p>Be able to assist the Library Director in the suggestion of library policies and programs to the Board of Trustees.</p> <p>Have strong knowledge of various Windows operating systems, Microsoft Office products, web-based e-mail, and have the ability to train users at a variety of skill levels.</p> <p>Have an understanding and appreciation of technology with an emphasis on troubleshooting and maintenance.</p> <p>Experience in grant writing preferred.</p>

	<p>Physical Abilities:</p> <p>No special physical abilities are required. Must hold a valid driver’s license. Must be able to lift or carry objects weighing 10-40 pounds.</p>
<p>Reports to:</p> <p>(SUPERVISION & DIRECTION)</p>	Sullivan County Library Director
<p>Supervises:</p>	Has direct supervision over Branch Managers and Administrative staff in the absence of the Library Director. Has indirect supervision over all Library staff.
<p>Working Relationships:</p>	<ul style="list-style-type: none"> Assumes a role in providing information, recommendations, and policy proposals to the Library Director to assist his/her work with the Library Board of Trustees. Maintains a positive working relationship with all staff to enable effective management and supervision. Continually strives to develop positive relationships and articulate the mission of the library to the community.
<p>Key Result Areas:</p>	<ul style="list-style-type: none"> Policy and General Administration Personnel Administration Program Administration <p>An annual evaluation of the Assistant Director is administered by the Library Director, using the adopted evaluation instrument.</p>
<p>Essential Duties:</p> <p>(KEY TASKS)</p>	<p>I. Policy and General Administration</p> <p>A. Carries out policies as adopted by the Board. B. Recommends policy change and review to the Library Director as appropriate. C. Submits monthly reports to the Library Director as directed. D. Provides support and assistance to library committees.</p> <p>II. Personnel Administration</p> <p>A. Assists with the supervision of the personnel functions of the library system. B. Enables optimal performance of library staff through communication and training. C. Works with the Library Director to develop individual plans for continuing education and professional development for the staff.</p>

	<p>D. Ensures compliance of staff with personnel policies as instructed by the Library Director.</p> <p>E. Assists the Library Director in evaluating employee work performance on a yearly basis.</p> <p>III. Program Administration</p> <p>A. Is responsible for coordinating with the Branch staff regarding the annual Summer Reading Program.</p> <p>B. Works with the Library Director to serve the programming needs of the community.</p> <p>C. Aids in compiling community input to allow the Library Director to direct the development of appropriate programming in all departments and levels of library service.</p> <p>D. Runs monthly reports in order to measure library program output as well as circulation, computer use, and door count records.</p>
<p>Core Skills:</p>	<ul style="list-style-type: none"> • Ability to communicate clearly in speech and in writing. • Ability to analyze and present statistical data. • Uses knowledge of various software programs to operate a computer in an effective and efficient manner. • Uses knowledge of computer hardware and software to troubleshoot and maintain the library's technology. • Ability to coordinate with the Library Director in setting appropriate library policies. • Ability to lead, manage, and supervise library staff in the effective provision of library services in the absence of the Library Director. • Ability to work effectively and amicably with a wide range of community representatives as library patrons, volunteers, board, and committee members. • Ability to coordinate with the Library Director to plan, direct, and evaluate programs.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.