



## JOB DESCRIPTION

<b>Position Title:</b>	<b>Assistant Director</b>
<b>Department:</b>	<b>Administration</b>
<b>Reports To:</b>	<b>Executive Director</b>
<b>Supervises:</b>	<b>Assigned Staff</b>
<b>FLSA Status:</b>	<b>Exempt</b>
<b>Last Revised/Approved:</b>	<b>February 2024</b>

### **Position Summary:**

The Assistant Director performs supervisory, administrative, and professional work by assisting in planning, organizing, and directing library operations that support customer service and all aspects of the Library's mission; maintains and improves the efficiency and effectiveness of all areas under their direction and control; works closely with the Executive Director in drafting, updating, and implementing policies and procedures, goals and objectives, and practices that support the Library's mission and meets the community's needs; in concert with the Executive Director, uses organizational abilities and experience to plan, promote, and implement a wide variety of initiatives, programs, and practices; acts as the Executive Director in their absence.

### **Essential Duties and Responsibilities:**

#### **Supervisory:**

1. Oversees day-to-day library operations pertaining to adult programs, circulation, and technical services. Consults with appropriate staff and provides recommendations to Director as needed
2. Trains, schedules, supervises, evaluates and provides guidance and support to part-time public services staff in concert with the Adult Services Librarian.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures and identifies opportunities for improvement
4. Oversees collection development and maintenance in conjunction with the Director
5. Supervises ILS database management

#### **Administrative:**

6. Assists the Director in developing goals and objectives in support of our Strategic Plan
7. Provides the first level of response to staffing issues, building problems, and patron complaints. Keeps the Director fully informed on all of the above
8. Facilitates information sharing, communication, and collaboration among staff
9. Estimates personnel needs and makes recommendations to the Director
10. Leads and coordinates searches for part-time public services staff. Updates related job descriptions as needed
11. Creates and maintains the staff schedule for the Circulation Desk
12. Monitors the expenditures of operating budgets for Circulation, Reference, and Technical Services
13. Maintains library usage statistics
14. Attends Trustee meetings and reports on usage statistics, programs, and projects
15. With the Director, completes annual state/federal statistical report
16. In conjunction with the Director, maintains staff and policies & procedures manuals
17. Manages and maintains the integrity of the patron database
18. Serves as a point of contact for various library vendors
19. Represents YPL at professional library meetings

**Public Services:**

20. Plans, publicizes, implements, and evaluates adult programs in conjunction with part-time programming staff and select community groups
21. Assists Adult Services and Reference & Technology librarians in reference and instructing the public about library services and resources
22. Supports the promotion of library services by assisting in the drafting of regular e-newsletters, press releases, and online updates
23. Assists in maintaining the online calendar
24. Serves as a point of contact for community groups and organizations
25. Maintains a high level of visibility with staff, patrons, and local organizations
26. Represents the library in community events

**Non-Essential Duties and Responsibilities:**

1. Performs other tasks as assigned.

**General Expectations**

1. Be committed to the Library's mission, vision and values.
2. Interacts harmoniously and effectively with others, focusing upon the attainment of Library goals and objectives through a commitment to teamwork.
3. Communicates in an open, respectful and honest manner with everyone, inside and outside the organization.
4. Provides the highest level of customer service possible.
5. Follows established policies and procedures and complies with all safety requirements.
6. Adheres strictly to confidentiality of customer, co-worker and internal business information.

**Physical Requirements:**

*The physical requirements described here are representative of those that must be met by the Incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is also required to use hands and fingers to operate a standard computer keyboard, use a computer, mouse, fax machine, printer and copier, and speak and hear using a telephone. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus. The employee may occasionally lift and/or move up to 25 pounds.

**Work Environment:**

*The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work is performed in a library environment. Some travel is required from time to time. Work is occasionally stressful and requires ability to successfully cope with the pressures which are related to the position.

**Qualifications Needed for Position:**

**Experience and Skill Requirements:** The following experience and skills are considered essential:

- At least 3 years of progressive library experience and responsibilities; supervisory experience preferred.
- Capacity to deal effectively with all members of the public in a courteous, and tactful manner; ability to establish good working relationships with co-workers; exercise good judgment; and possess conflict resolution and problem-solving skills.
- Be service-oriented and possess strong oral, written, interpersonal and supervisory skills.

- Ability to identify and analyze complex issues and develop appropriate recommendations; organize and prioritize tasks.
- Ability to design, implement, and evaluate patron-centric programs and services
- Possess an ongoing commitment to professional development
- Ability to hire, train, supervise and discipline employees, coordinate and delegate workloads and work schedules, evaluate work performance and maintain high standards of library service.
- Ability to use computers, electronic devices and manage digital content and software.
- Self-direction, initiative, organization, motivation and attention to detail required.

**Education Requirements:** The following education requirements are considered essential:

- A Master of Library and Information Science Degree from an ALA accredited program, or the equivalent in education and experience, is required.
- Demonstrated thorough working knowledge of library principles and procedures.
- Familiarity with automated library systems, collections of both print and non-print resources, and current and emerging technologies and practices.
- Knowledge of the community in which the Library is located and how to serve the public of all ages.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

**\*\* All requirements and skills are considered to be essential, unless otherwise indicated. \*\***

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

**The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

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**Employee Signature**

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**Date**