



JOB DESCRIPTION

Position Title:	Assistant Director
Department:	Administration
Reports To:	Executive Director
Supervises:	Assigned Staff
FLSA Status:	Exempt
Last Revised/Approved:	December 2025

Position Summary:

The Assistant Director performs supervisory, administrative, and professional-level work by assisting in planning, organizing, and directing library operations that support customer service and all aspects of the Library's mission. The Assistant Director 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 meet 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. In conjunction with the Director, supervises and evaluates 3 full-time staff and the part time Programming Librarian.
3. In concert with the Adult Services Librarian, trains, schedules, supervises, evaluates and provides guidance and support to part-time public services staff.
4. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures and identifies opportunities for improvement.
5. Oversees collection development and maintenance in conjunction with the Director.
6. Supervises ILS database management.

Administrative:

7. Assists the Director in developing and tracking goals and objectives in support of the Strategic Plan.
8. Provides the first level of response to staffing issues, building problems, and patron complaints. Keeps the Director fully informed on all of the above.
9. Facilitates information sharing, communication, and collaboration among staff.
10. Estimates personnel needs and makes recommendations to the Director.
11. Leads and coordinates searches for part-time public services staff. Updates related job descriptions as needed.
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. Completes annual state/federal statistical report with assistance from the Director.

16. In conjunction with the Director, maintains staff and policies & procedures manuals.
17. Works with the Adult Services Librarian to manage and maintain the integrity of the patron database.
18. Serves as a point of contact for various library vendors.
19. Represents YPL at professional library meetings.
20. Assists with fundraising initiatives, including developing messaging, identifying opportunities, and supporting annual appeals.
21. Collaborate with staff to gather data, stories, and program highlights that support fundraising communications and grant applications.

Public Services:

22. Supports community engagement efforts that build relationships with potential partners, sponsors, or donors.
23. Assists the Development & Marketing Coordinator in planning and implementing fundraising-related public events, donor recognition activities, and community partnerships as appropriate.
24. Assists Adult Services and Reference & Technology librarians in reference and instructing the public about library services and resources.
25. Works with the Programming Librarian in planning, publicizing, implementing, and evaluating adult programs.
26. Supports the promotion of library services by assisting in the drafting of regular e-newsletters, press releases, and online updates.
27. Assists in maintaining the online calendar.
28. Serves as a point of contact for community groups and organizations.
29. Maintains a high level of visibility with staff, patrons, and local organizations.
30. 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:*

- A minimum of 3 years of progressive library or nonprofit experience and supervisory responsibilities.
- Capacity to deal effectively with all members of the public in a courteous, and tactful manner; ability to establish and maintain 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 if needed, discipline employees; coordinate work schedules and delegate workloads; evaluate performance and maintain high standards of library service.
- Fluent in using computers and peripherals, adept at working with and managing digital content.
- Self-direction, initiative, organization, motivation, and attention to detail required.

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

- A Master's degree of Library and Information Science from an ALA accredited program. The Hiring Committee will consider a Master's degree in a related field in combination with three years of relevant nonprofit experience demonstrating the ability to successfully meet the position requirements.
- 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.

Employee Signature

Date