Position title: Assistant Director

This position reports to: Library Director
Hours: 40 hours per week

Position Summary:

The Assistant Director is the second-highest position in the library, responsible for assisting in the management of daily operations, supervising staff, and ensuring overall effectiveness in public services and internal functions. Collaborating closely with the Director, the Assistant Director translates strategic vision into actionable plans, enhances leadership capabilities, and maintains service excellence. While overseeing the operational aspects of the library, the Assistant Director steps in as Acting Director when necessary.

Essential duties:

A. Presents a positive image of the library in attitude, appearance and performance of duties.
B. Performs day-to-day operational duties including helping patrons find material, checking material in and out, performing payment transactions, and reader advisory, among other daily operational duties.
C. Assists the Director in supervision, coaching, and performance management for staff.
D. Oversees library volunteers.
E. Assists the Director in the financial management of library funds, including but not limited to: preparation of payroll, including quarterly and yearly reports, payments of invoices, maintenance of bookkeeping records, supervision of daily cash operations, and preparation of monthly financial reports.
F. Assists the Director in collections management.
G. Assists the Director on preparation and implementation of new policies, procedures, projects, and initiatives approved by the Director and the Board.
H. Identifies operational challenges and works collaboratively with staff to develop solutions that improve workflows and service delivery.
I. Remains informed of library administration and Library Board information.
J. Establishes and maintains effective working relationships with colleagues, staff, vendors, and the public.
K. Serves as Acting Director during absences and provides continuity of leadership and decision-making authority.
L. Oversees the library website and social media.
M. Performs related work as assigned by the Director.
N. Remains community-minded in decision-making processes.

Physical Requirements:

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A. Ability to conduct activities involving substantial standing, sitting and walking.
B. Ability to lift and carry up to 25 pounds, and push or pull burdens weighing to 50 pounds.
C. Ability to grasp and manipulate equipment and similar materials.
D. Ability to conduct activities involving stooping, kneeling, bending, crouching, crawling, twisting and reaching on a daily basis.
E. Ability to distinguish small objects at near and far distances in condition of bright or low light. Ability to distinguish depth and see objects in a wide field of vision.
F. Ability to work with hands and arms extended above shoulder height with a weight of up to 10 pounds.
G. Ability to work in areas of differing lighting conditions.
H. Ability to participate in routine conversation in person or via telephone, and distinguish alarms, sensors and other auditory tones.

Environmental Conditions:

The majority of this position's duties are performed primarily in an indoor environment.

Qualifications:

An equivalent combination of education, skills and experience may be considered to satisfy qualifications.

Experience:

Required: 5 years of experience in customer service, supervision, and management
Preferred: 3-5 years of experience in Library work, Human Resources, and Public Service
Education:
Required: High School Diploma
Preferred: College-level degree

Skills and Abilities:

A. Good communication and team building skills
B. Conflict resolution skills
C. Strong ethics and commitment to professional values
D. Strategic and growth mindset
E. Technical proficiency
F. Time management skills

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