12/19/2016

37.5	Assistant Library Director		Job Description
Direct Report	Library Director	Grade	I
Department	Library	FLSA	Exempt
Division	Administration	Bargaining Unit	Non- Union
Date	November 2016	Location	Library

Summary

Supports and shares responsibilities of overall management of the library with the Director. Specific areas of primary responsibility include communications, technology planning, staff development and outreach. Success is measured by public awareness of and satisfaction with library services, and positive working environment for a staff with a high level of job satisfaction.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Creates and publishes monthly newsletters (electronic and print) and calendars. Supports the public relations efforts of the library through newspaper columns, press releases, promotional materials, displays, speaking engagements, etc. Evaluates and updates interior signage.
2. Maintains and oversees further development of the library website's and social media presence.
3. Prepares and manages the technology section of the budget, including evaluating updates for current equipment and software, as well as planning for new and replacement equipment.
4. Works with the Town's Technology division to coordinate technology issues, resolve computer problems, and develop applications.
5. Collects reviews and analyzes statistics pertaining to circulation, collection development, library services, programs, and visitors.
6. Trains, supervises, and provides support to staff. Provides additional training and development opportunities as needed.
7. Coordinates volunteer program including recruiting, assessing and assigning library volunteers.
8. Coordinates community outreach efforts for all programs and services.
9. Service as liaison for various committees and groups within the community.
10. Assists the Director with strategic planning, recommends short term goals and objectives, and monitors progress.
11. Participates in discussions of problems, policy, and other matters affecting the library with the Library Director.
12. Contributes to policy statements for presentation to the Board of Trustees, and interprets policies and regulations for staff and patrons.
13. Prepares grant proposals to state agencies, foundations, and other organizations to fund new or supplemental programs and/or services.
14. Addresses payroll and personnel issues as needed or directed.
15. Assumes responsibility for the operation of the library in the Director's absence.
16. Provides a minimum of 8 hours of service at public desks each week, includes evening hours..
17. Assumes responsibility for the operation of any Library Division in the absence of the Division Head.
18. Attends staff meetings, division head meetings and trustees meetings. May be responsible for writing and distributing meeting minutes.
19. Keeps up to date with library policies and procedures.

Peripheral Duties

1. Participates in job-related activities of professional and community organizations and attends job-related workshops and conferences;
2. Plans, organizes, and implements special projects as needed.

Supervisory Responsibility

1. Provides direct supervision to volunteers. Assumes all supervisory responsibilities in the absence of the Library Director or any Division Head.

Competencies

Personal Effectiveness	Credibility / Confidentiality	Thoroughness & Attention to Detail
Collaborative Skills	Communication Proficiency	Resource Management
Technical Knowledge	Supervision/Management Excellence	Quality Control
Discernment/Judgment	Problem Solving	Planning & Organizing

Work Environment

Work is mostly performed in an office environment. The noise level is usually quiet.

Physical Demands

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The position requires the application of manual dexterity in combination with eye-hand coordination for keyboard input and the operation of equipment. The employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls, and reach with arms and hands. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Hours

This is a full time position with typical 37.5 hours per week, Monday through Friday, with required availability for one evening desk shift per week and occasional additional night meeting attendance.

Minimum Qualifications

1. Graduation from an accredited college or university with a Bachelor's Degree in any subject and Master's Degree in Library Science or a closely related field**;** and
2. At least five (5) years of professional-level experience, two (2) years in a supervisory position preferred; or
3. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

Special Requirements

None.

Additional Knowledge, Skills and Abilities

1. Comprehensive knowledge of the principles of library science;
2. Working knowledge of contemporary issues, trends, and technology in the library profession;
3. Excellent skills in public relations, grant writing, marking and communications, and project management.
4. Excellent organizational ability, multi-tasking skills, creativity, flexibility, and imagination;
5. Ability to communicate effectively, orally and in writing;
6. Ability to establish effective working relationships with employees, vendors, other governmental agency representatives, Town officials, and the general public;
7. Skill in the operation of computers and assigned software, including Microsoft Office, Adobe Photoshop, Adobe Illustrator, Wordpress, Evergreen ILS, MUNIS, Internet, Windows, Apple iOs, , FTP software,;
8. Skill in the operation of all required tools and equipment, including printers, laptops, tablets, scanners, copier, projectors, and general audio/visual equipment;
9. Ability to supervise, guide, direct, and motivate employees;
10. Knowledge of budgeting and related financial management practices;
11. Ability to maintain confidential information;
12. Ability to exercise independent judgment.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice as needed by the Town of Reading within the scope of departmental needs.

Signatures

This job description has been approved by all levels of management:

Town Manager: _____ HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date: _____