

ASSISTANT LIBRARY DIRECTOR – JOB DESCRIPTION

SUMMARY

The Assistant Library Director provides professional library and managerial services and ensures the effective and efficient delivery of operational and administrative functions daily. Performs duties in the areas of planning, administration, technology and infrastructure, personnel management, and coordination of library operations, activities, and programs across all departments. This position manages the library's technology and digital services, marketing and communications channels, and activities of the main public service desk, and assumes management responsibility for overall library operations and personnel in the absence of the Library Director. Responsibilities include evaluation and assessment of overall departmental functions, implementation of new service objectives and programs identified in the Strategic Planning process, meeting organizational goals and objectives, conveying, and carrying out of the library's mission, and implementing and enforcing policies and procedures. The Assistant Library Director performs work with a high degree of independence, exercising considerable judgment and tact, developing, and maintaining a rapport with the public, as well as an ability to supervise and secure the cooperation of the staff. Must convey strong confidence in level of trust.

SUPERVISION

Supervision Received: Works under the general supervision of the Library Director in accordance with established library rules, regulations, policies, procedures, professional standards, and budgetary limitations.

Supervision Given: Library staff and/or volunteers as directed by the Library Director.

JOB ENVIRONMENT

Work is performed under typical office conditions. The noise level in the work environment varies from quiet in office conditions to moderately noisy in open locations throughout the library.

Work may include evening and weekend hours.

Operates personal computer and related software applications, telephone, fax, copier, and other standard office equipment to perform communications, reporting, and library processing operations.

Frequently meets with numerous library groups, committees, vendors, librarians, and library trustees; has regular contact with the public; contacts are in person, by telephone, and in writing and require tact and discretion.

ERRORS AND OMISSIONS

Errors or omissions, inadequate coordination, untimely work, inaccuracies, or actions and inactions beyond one's delegated scope of authority may result in technical flaws triggering assumed decisions, may produce extra work, may impose injurious financial loss or have other legal ramifications.

MINIMUM QUALIFICATIONS

Education, Training and Experience: Master's Degree in library science from an ALA accredited library school; three to five years of progressively responsible experience in the library profession, including at least three years in a public library setting; experience in a supervisory role including hiring, training, and evaluating staff; or any equivalent combination of education, training or experience which demonstrates possession of the required knowledge, skills and abilities necessary to perform the essential functions of the job.

Knowledge, Skills, and Abilities:

Knowledge: Thorough working knowledge of library science and information principles and practices, and knowledge of public library issues and trends. Knowledge and experience planning, and a track record of successfully delivering public programs. Demonstrated experience with marketing and communications tools and methods. Proficiency with commonplace social media platforms, basic HTML, website content management systems, and graphic design programs. Command of library technology and services and common office computing applications, including integrated library systems, spreadsheets, and demonstrated ability to learn new technologies and applications.

Skills: Excellent verbal and written communication skills. Advanced skills in working with library computer technology, including automated systems and use of personal computers and electronic devices. Skill in communication, initiative, and resourcefulness. Skill in training staff in library practices. Excellent planning, organizational and time management skills. Initiative to work independently with minimal direction. Must be capable of reporting to work punctually and dependable in attendance.

Abilities: Demonstrated ability to work accurately with attention to detail. Ability to set priorities to meet assignment deadlines, and a willingness to work in a flexible environment with quickly changing tasks and priorities. Successfully manage projects, handle multiple competing priorities, and provide progress updates to impacted staff and management in a timely manner. Proven ability to creatively plan, organize, schedule, and promote in person and virtual library programs, and services rollouts, such as electronic resources, technology, or community services. Ability to effectively plan, delegate, and follow up on staff work assignments to ensure consistent completion of projects and goals. Ability to oversee library operations and exercise good judgement, courtesy, and diplomacy in a wide range of situations, often in a fast-paced environment.

Physical Requirements: The work is primarily of an intellectual nature but requires some physical capabilities. Frequently required to sit, talk, or hear; stand and walk; bend, stoop, or kneel; reach with hands and arms. Must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and distance vision. Ability to operate a keyboard, tablet,

or other handheld smart device.

Special Requirements: Must be able to demonstrate, through references or otherwise, the ability to assign priorities to varied work demands, independently and effectively accomplish detailed work requirements, and provide high levels of courteous service. Professional Certification from the Massachusetts Board of Library Commissioners, or the ability to obtain such certification upon appointment.