

# FULL-TIME POSITION OPEN

# ASSISTANT DIRECTOR-LORAIN PUBLIC LIBRARY SYSTEM

**Basic Function:**

Provides administrative and professional assistance to the Library Director in the direction and supervision of the library system.

**Distinguishing Features of the Class:**

This classification is responsible for assigned phases of library administration and services; may exercise management and supervision over the Main Library, Branch operations or other units; may administer personnel and labor relations for the library system. The Assistant Director assumes the responsibilities of the Director in the Director's absence or unavailability. General direction is received from the Library Director.

**Characteristic Duties and Responsibilities**:

Works with the Director in the implementation of policies, procedures and goals established by the Library Board.

Assists in the formulation of annual goals and objectives that support the Library System's mission and meet community needs.

Assists in the strategic planning for the library system.

Assists the Director and Chief Fiscal Officer in the preparation of the annual budgets and monitors budgets of assigned units.

Assists with library grant seeking initiatives, includes writing grant proposals.

Serves as the primary contact from Administration to the Union.

Administers the labor contract, sits at the contract negotiations table, works with the library's attorney on labor/personnel issues.

Processes grievances and recommends appropriate resolution.

Supervises branch libraries, Main Library and outreach services, including consulting with managers about budget, personnel, community and building issues.

Coordinates projects, training, activities and procedures across the library system.

Coordinates the system-wide outcomes and outputs measurement program, using best practices for data gathering and presentation.

Selects new managers and develops training programs.

Attends Board and Board Committee meetings; researches appropriate policy changes; assists with Board training and development.

Maintains awareness and involvement in community groups and agencies; attends library Friends Meetings; networks with other community agencies; assists Director in local lobbying efforts and involvement in the political process.

Maintains awareness of developments and trends in librarianship by attending workshops, conferences and reading professional literature. Recommends and helps to execute new and innovative library services.

Serves as a facilitator and member of various library committees.

Serves as a member of the Library's Management Team.

**Knowledge, Skills and Abilities:**

Knowledge of the principles and practices of professional library work; broad knowledge of library materials, technologies and methods; knowledge of organizational and budget development and administration; knowledge of supervisory and employee training and development methods; knowledge of state and federal employment rules and regulations; knowledge of labor contract administration and collective bargaining; knowledge of current library technology and connectivity issues; ability to define problems, collect data, establish facts and draw conclusions; ability to interpret community interests and needs and develop appropriate library services; ability to interpret and apply laws and regulations and develop appropriate policies and procedures for compliance and effective operations; ability to communicate and work effectively and tactfully with employees and the public to create a positive workplace environment and to present a positive public image; tact and courtesy; ability to work in a team environment; good professional judgment.

**Education, Training and Experience**:

Requires a master of library science issued by an ALA-accredited library school and five or more years of related experience or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**Reports To:** Director

**Other:** Salary depending on qualifications and experience, excellent benefits. Requires the ability to coordinate and execute system-wide projects; experience in a collection bargaining environment required; experience with strategic planning desired; knowledge of user experience and service design principles desired; experience with output or outcome measures desired. The Lorain Public Library System has a Main Library, five branches and a book truck, which serve a diverse population of over 135,000. Pre-employment physical required.

**Closing Date for Applications:** Open until filled

**Send resume and application packet to:** Apply To: Anastasia Diamond-Ortiz, Director, Lorain Public Library System, 351 Sixth Street, Lorain, OH 44052 or visit our website [www.loraincpubliclibrary.org](http://www.loraincpubliclibrary.org)

**EEO/AA/EQUAL ACCESS AGENCY**