

Bexley Public Library  
Position Description

Position Title:	ASSISTANT DIRECTOR (MLS)
FLSA Status:	Exempt
Reports to:	Library Director
Department:	Administration
Salary Range:	10
Last Revision:	12/17

**PURPOSE OF WORK:**

This position assists the library director in the management and leadership of the organization. The assistant director assumes the roles and responsibilities of the director in the director's absence. The assistant director serves as a member of the administrative team and provides support, leadership and management to the Public Services and Facilities departments. Additional responsibilities include: modeling high performance standards and empowering library staff to achieve strategic objectives; assisting with the coordination and implementation of long range planning processes and workflows; working with staff to create a plan for service that furthers the mission and vision of the library; setting appropriate departmental priorities, monitoring performance and providing feedback; explaining and enforcing library policies and procedures.

**ESSENTIAL POSITION FUNCTIONS**

1. Represents the library and assumes the roles and responsibilities of the director in their absence; works collaboratively with other members of the administrative team; actively and constructively participates in administrative planning activities
2. Leads assigned Public Services and Facilities management team members individually and collectively, establishing goals, tracking progress, evaluating performance, and providing regular communication, feedback, and coaching. Maintains a collaborative structure, solicits input, delegates appropriately, and encourages others to make good decisions and to take ownership in decision-making and problem-solving process.
3. Creates a collaborative environment with open, effective communication within and between all library teams to facilitate, implement, and evaluate effective programs, collections, and services
4. Oversees the Facilities department including but not limited to developing and evaluating policies and long-range plans for effective allocation and utilization of building space; coordinates with the Facilities Manager to ensure library grounds and equipment are properly maintained, updated and safe for use
5. Tracks and anticipates relevant trends; monitors and evaluates service delivery approaches; researches and recommends best practices; identifies and implements changes to improve efficiency and effectiveness as needed
6. Tracks and evaluates relevant statistics and usage data; makes recommendations for improvements to the library director based on data and staff and patron feedback
7. Provides regular written and verbal reports on both routine and special projects to the library director and to the library board of trustees, as needed

Bexley Public Library  
Position Description

8. Sets individual performance measures for staff and holds them accountable; ensures the library's recruitment, training, and personnel practices attract and retain high-quality employees; works closely with assigned managers to develop, coach, and manage their departments
9. Develops and monitors relevant departmental budgets; oversees the submission of requisitions, authorization of invoices, and closing of purchase orders in conjunction with staff and the Fiscal Officer
10. Cultivates effective relationships with the community; may serve as the official representative of the library through participation in community meetings and/or joining specific community organizations, as needed.
11. Provides outstanding internal and external customer service; maintains an active working knowledge of specialty area resources and best practices
12. Performs additional activities as assigned including board meeting attendance, leading special projects, task forces, committees, etc.
13. Demonstrates a strong commitment to library values and ethical practices; serves as a role model for professional behavior and high performance standards; supports library goals and objectives.
14. Responds to patron questions and situations in accordance with library policy and in a manner to enhance the reputation of the library as a public service organization
15. Other duties as assigned

**MINIMUM QUALIFICATIONS:**

1. Master's Degree in Library Science from an ALA accredited institution AND a minimum of three to five (3-5) years of library experience AND a minimum of three to five (3-5) years of supervisory experience; OR an equivalent combination of knowledge, skills, and experience
2. Demonstrated project management experience including planning, tracking, and evaluating
3. Excellent supervisory skills, including hiring, orienting, training, coaching, managing, planning and evaluating
4. Strong leadership skills, including the ability to serve as a role model, demonstrate sound judgment, resolve problems and conflicts equitably, maintaining a productive and positive team environment, and motivating and inspiring team to perform at highest possible level.
5. Excellent oral and written communication and presentation skills
6. Ability to interpret and apply laws, regulations, and library policies
7. Excellent interpersonal and problem solving skills
8. Ability to define problems, collect and evaluate data, establish facts and draw valid conclusions
9. Ability to maintain confidentiality and use appropriate judgment in handling information and records.
10. Superior working knowledge of librarianship traditional and electronic resources including web sites

Bexley Public Library  
Position Description

**PREFERRED QUALIFICATIONS**

1. Facilities management experience including long-range planning and successful facilitation and completion of major projects
2. Strategic planning experience
3. Budget forecasting, planning and management experience

**PHYSICAL DEMANDS**

Ability to sit and use a computer for extended periods and operate standard office equipment, daily

Ability to lift and move up to thirty (30) pounds, occasionally

Ability to push book trucks with up to 150 pounds of materials on them, daily

Ability to stand for extended periods, daily

Ability to perform repeated reaching, bending, climbing and squatting, daily

Travel by automobile, occasionally

**WORKING CONDITIONS**

Requires evenings and/or weekends: one night per week and every sixth weekend.

Majority of work performed in general office/library environment

Requires availability for extended hours as needed

Requires periodic participation and attendance at events and trainings

*This position description is not intended to be a complete list of all responsibilities, skills, or working conditions associated with this position and is subject to review and change at any time in accordance with the needs of Bexley Public Library. Reasonable accommodations may be made to enable someone with a qualifying disability to perform the essential functions of this position.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_