

WILLOUGHBY-EASTLAKE PUBLIC LIBRARY
MANAGEMENT JOB DESCRIPTIONS

POSITION: Assistant Director

REPORTS TO: Library Director

DEFINITION: This employee reports directly to the Library Director. The incumbent is responsible for (1) all activities related to the delivery of library services to the public, (2) supervision of Library Managers, (3) supervision of the Children's Services Manager, and (4) supervision of the Collections & Digital Services Manager including the Technical Services and Inter-Library Loan Departments. The incumbent also assists the Director in other administrative duties; and is responsible for the management of the Library system in the absence of the Director. The incumbent also upholds Board of Trustees policies and all management decisions.

ESSENTIAL FUNCTIONS:

- Oversees public service activities including circulation, adult, young adult, children's and outreach services.
- Provides guidance to the Director regarding current policies and procedures and assists in formulating new policies and procedures which include implementing Board of Trustee decisions.
- Assists the Director in long range planning, budget planning, collection development, fundraising, grant applications, and special projects.
- Updates and revises staff manual to reflect current policies and procedures.
- Assists the Director in promoting the Library in the community by attending or participating in appropriate civic, school and community activities as requested.
- Serves as a liaison between the Library Managers, Children's Services Manager, Collection Services/Technical Services/ILL and the Director, including in-house committees.
- Plans and conducts various staff meetings.
- Develops and recommends personnel policies, procedures, and services for employees.
- Orients, trains, and assists managers in the interpretation and application of personnel policies and procedures; coordinates the performance evaluation program.
- Attends workshops, conferences, and meetings appropriate to position.
- Participates in professional organizations as requested.
- Presents programs and book talks in-house and, in the community, as requested.
- Performs other duties as deemed appropriate or necessary by the Library Director.

QUALIFICATIONS:

ALA-accredited MLIS. Progressively responsible professional library experience, including 5 years of supervisory experience. Diversified library background, which includes experience in public service, personnel management, automation, and electronic resources. Membership and participation in professional organizations required. Excellent oral and written communication, organizational skills.

KNOWLEDGE AND ABILITIES:

Thorough knowledge of current library practices and technologies, including automation systems and the internet. Ability to relate positively with the public. Demonstrated ability to interact productively with members of the library team in problem solving, workflow analysis, and decision making. Experience in resolving issues in an environment supportive of change. Ability to exercise discretion and sound judgment. Ability to workdays, evenings, and weekends as required.

EQUIPMENT AND EFFORT REQUIRED:

Must have a reliable means of transportation to and from work and to attend workshops, conferences, and meetings. Ability and manual dexterity to operate personal computers and keyboards, printers, telephone and other office and technology equipment. Ability to move items and materials up to 30 pounds in weight.

I have read this job description and discussed it with the Director.

Employee's Signature

Date

Director's Signature

Date

Assistant Director
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