



Position Description
LIBRARY ASSISTANT DIRECTOR

Department: Library

Reports To: Director

FLSA: Non-exempt

Purpose of Position

Under direct supervision of the Library Director, performs duties essential to the daily operation of the Library. Duties involve substantial contact with the public. In the absence of the Library Director, the Assistant Director assumes the responsibility of library operations. Performs related duties as required.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Acts in accordance with the library's mission, policies and procedures to lead, plan, coordinate and evaluate library activities.
- Manages the volunteer staff, interviewing and scheduling tasks.
- Provides leadership in strategic planning, quality assurance, quantitative analysis, decision making, and problem solving.
- Attends Board meetings in the absence of the Director.
- Develops the collection in designated sections of the library; reads reviews of books and/or other materials and recommends purchase.
- Designs and develops the library's website and online presence.
- Takes part in continuing education activities.
- Has responsibility for producing MARC records using AACR2 protocols with the assistance of commercially produced records as available.
- Staffs circulation desk.
- Performs reader advisory functions.
- Assists patrons with reference questions.
- Oversees student clerks and volunteer staff; monitors their performance, and reports any significant problems to Library Director.
- Attends staff meetings and workshops to improve self and library services.
- Manages interlibrary loan functions.
- Assumes responsibility of library operations in the absence of the Director.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Opens and closes the library when scheduled.
- Checks materials in and out, and places returned items back in proper place on shelves; periodically inspects shelves to ensure that items are in their proper place.
- Performs duties such as answering the phone, using a Fax machine, copier, microfilm reader, etc.

- Processes new materials.
- Performs other duties as apparent or assigned.

Minimum Education or Experience Required

Four to five years related experience and/or training, or bachelor's degree from a four-year college or university; or equivalent combination of education and experience. Library experience.

Preferred Education or Experience Required

Five to six years related experience and/or training, or bachelor's degree from a four-year college or university and one to two years related experience and/or training; or equivalent combination of education and experience. Master's degree in Library Science preferred.

Other Requirements – Certificates/Licensures

- Attends and completes training to meet State Library of Iowa Public Library Staff Certification.

Knowledge, Skills, Abilities

- Considerable knowledge of the methods and practices used in public libraries; knowledge of philosophy and principles of library science.
- Ability to solve practical problems having a variety of variables with limited standardization.
- Ability to perform arithmetic calculations involving fractions, decimals and percentages.
- Ability to produce original catalog records using AACR2 protocols.
- Ability to compose original correspondence; ability to interview, counsel or advise people; ability to evaluate technical data.
- Ability to guide patrons and provide information related to the library.
- Ability to learn the library circulation/catalog programs as well as Windows and Mac functions.
- Knowledge of public library operation including the Dewey Decimal System.
- Ability to establish and maintain proper working relationships with superiors, co-workers and the public.
- Ability to maintain confidential information
- Knowledge and demonstrated understanding of library administrative theory and practices.
- Knowledge and understanding of reference tools, research skills, general literature and basic library principles, procedures, technology, goals and philosophy of services.
- Knowledge of and ability to perform standard accounting practices and procedures.
- Knowledge of English grammar, spelling and composition.
- Knowledge of personal and network computer operations. Proficient user of Microsoft Office programs, internet browsers, and familiarity with mobile devices.
- Ability to pass drug screening.
- Ability to reliably and predictably carry out duties.

Equipment and Materials Used

Circulation/catalog computer software, network computers, database software, spreadsheets, word processing software, calculator, microfilm reader/printer, typewriter, photocopier, fax machine, telephone, variety of library and commercial software programs including Windows and Mac software, and the internet.

Supervision

Assists with the overall direction, coordination, and evaluation of a program function or unit for the department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include supervising subordinate supervisors and direct reports; interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Duties are generally performed in an office setting with a controlled environment. The job requires sitting for extended periods of time, and the work may expose the employee to unpleasant social situations and significant workplace pressure. Position may involve evening and weekend workhours.

The City of Nevada is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Library Director

Library Board of Trustees, Chairperson

Date

Date

Date
