



## **Assistant Library Director** **(Professional Librarian)**

**Job Summary:** The Assistant Library Director supports the Library Director in the planning, organization, and administration of the library. Specifically, the Assistant Library Director focuses on staff development, engagement, motivation, and management; leads teams of staff members to ensure library programming meets the needs of users; markets the library's programs and services; and builds relationships with community organizations. The Assistant Library Director reports to the Director.

### **Essential Duties:**

- Collaborates with other team members to ensure the library is a welcoming, comfortable, and safe place for the community and that library collections are properly maintained.
- Hires, trains, supervises, and supports assigned staff to help them realize their potential, addressing gaps in performance through counseling, discipline, and termination (if necessary).
- Assigns duties for staff at all branches and prepares work schedules to ensure proper coverage.
- Leads staff development activities designed to enhance engagement and motivation.
- Arranges for continuing education and professional development for employees.
- Understands the critical role that the library has in our community and leads a team of staff to seek opportunities to broaden horizons through programming, services, operational approaches, etc.
- Seeks input from library patrons (and potential patrons) about their needs and desired programs/services. Leads team of staff members to plan, implement, and publicize programs/services that meet those needs.
- Develops and maintains effective working relationships with the Board of Trustees, public officials, staff, Friends of the Library, community organizations, school groups, and the public.
- Supports staff team in their efforts to market programs and services to the public.
- Attends Library Board meetings and assists the Director with meeting preparation.
- Joins the Library Director as a liaison to affiliate libraries, community organizations, library co-operatives/consortia, and the public.
- Assists the Library Director in fundraising for programs, services, and facilities.
- Assists the Library Director and Financial Administrator with the creation and management of the library's budget.
- Performs all other duties as assigned by the Library Director.
- Works nights and weekends as needed.

**Minimum Qualifications:** The Assistant Library Director must have a Master's degree in Library Science from an ALA accredited school, and at least 3 years of management experience.

### **Required Competencies:**

- Ability to communicate effectively with staff and patrons, and interact with public in a consistent, friendly, and courteous manner.
- Ability to develop and manage services that promote and support the organization's mission and strategic direction.
- Ability to establish and maintain effective working relationship with co-workers.
- Knowledge of library administration and management techniques.
- Strong computer and technology skills.
- Ability to learn and follow the general rules, regulations, and procedures of the library system.



**Assistant Library Director**  
**(Professional Librarian)**

- Ability to understand and follow written and oral instructions.
- Ability to work with limited supervision, pay attention to detail, and exercise sound independent judgment.