



ASSISTANT DIRECTOR

DEPARTMENT: LIBRARY

REVISION DATE:

February 2018

BARGAINING UNIT:
MANAGEMENT

PAY MATRIX:
LEVEL19

FLSA CLASS:
EXEMPT

REPORTS TO: LIBRARY DIRECTOR

DIRECT REPORTS: CIRCULATION LEAD, CHILDREN'S LIBRARIAN, ADULT PROGRAMMING ASSISTANT

POSITION SUMMARY:

Under the general supervision of the Library Director; provides administrative and professional assistance to the Library Director in all aspects of the Library operation, which includes planning, organizing, supervising, developing and administering of all library services, personnel, operations and programs.

ESSENTIAL FUNCTIONS:

- Assists director with the implementation of policies, procedures and goals established by the Library Board of Trustees.
- Delegate work schedules and duties to library personnel.
- Purchase materials in assigned areas.
- Assist with the selecting, orientation, training, performance management, and discipline of employees in the Library in accordance with Library and City policy.
- Assists in the review, mediate and resolve Library personnel issues.
- Assists with the preparation and administers the Library's budget.
- Attend board and committee meetings as necessary.
- Maintains awareness and involvement in community groups and agencies, networking with other communities and assisting director in local library promotion and lobbying.
- Participate in associations, trainings and meetings as directed.

PERIODIC JOB DUTIES:

- Assists in the formulation of annual goals and objectives that support the Library and meet the community's needs.
 - Participates in collection maintenance.
 - Orders supplies as needed.
 - May perform other duties as assigned.
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TYPICAL QUALIFICATIONS:

- Education – Master's degree in Library Science.
- Experience – Two (2) to three (3) years of related work experience in libraries.

SKILLS:

- Ability to take initiative.
- Ability to work independently with intermittent direct supervision.
- Effective oral and written communication skills.

- **Effective interpersonal communication and listening skills including, but not limited to: tact, diplomacy and professionalism when dealing with members of the public and staff.**
- **Problem-solving, sound judgment and decision-making abilities.**
- **Ability to establish and maintain effective working relationships with other employees and the general public.**
- **Maintain confidentiality.**
- **Ability to perform routine mathematical computations accurately.**
- **Ability to mediate disputes between subordinates.**
- **Ability to model leadership skills to promote confidence in decision-making.**
- **Ability to proficiently use and troubleshoot computers.**
- **Perform job functions adhering to safety guidelines and policies set for by the administration and/or supervisor.**

KNOWLEDGE:

- **Knowledge of computerized integrated library systems.**
- **Knowledge of library administration, management and operations.**
- **Knowledge of current principles, laws, policies, methods and standard practices pertaining to library management and administration.**
- **Knowledge of the budgetary process.**

WORKING CONDITIONS:

- **Ability to lift and carry up to twenty-five (25) pounds.**
- **Ability to push and pull twenty-five (25) to fifty (50) pounds.**
- **Long periods of walking and sitting.**
- **Typically bends, stoops and crouches on a regular basis to perform duties.**
- **Occupational exposure to blood or other potentially infectious materials.**

REQUIRED SPECIAL QUALIFICATIONS:

- **Valid Iowa Driver's license**
- **Appropriate State Library of Iowa certification level.**

The City of Altoona retains the authority to change the job duties included in this job description at any time. The list of duties is not exhaustive and various requirements are subject to possible modification as a reasonable accommodation for a qualified individual.