

Leavenworth Public Library
Job Description
April 2024

JOB TITLE

Assistant Director

JOB SUMMARY

Under the supervision of the Library Director, this employee will serve as second-in-command of the Leavenworth Public Library. In addition, this employee will be responsible for coordinating all aspects of Adult Services, including circulation, patron records management, reference, public internet access, collection development and reader's advisory. The Assistant Director will supervise the adult services staff and work occasional shifts in the adult services department. This is a full-time, exempt position.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Assists in the management of the day-to-day operations of the library in consultation with the Library Director.
Administers all library operations and activities in the absence of the Director.
Reviews, evaluates and purchases adult print and non-print materials according to approved policy.
Performs collection management activities including weeding and statistical study of the collection.
Provides monthly reports to the Library Director.
Coordinates with the cataloger in prioritizing the processing of materials.
Allocates the adult materials budget, assists in annual budget preparation, ensures that spending and purchases are within budget limits.
Promotes the collection through reader's advisory services, attractive and timely displays, and various print and electronic resources.
Develops and recommends revisions to library policy as needed.
Approves items for the community information board and public display rack.
Administers the scheduling of the meeting rooms.
Guides and assists patrons in locating answers to their questions using a variety of available resources; performs reference interviews and readers' advisory services.
Instructs and advises patrons in using the on-line catalog, electronic databases, word processing, and other computer applications.
Monitors and provides instruction to patrons using the Internet computers.
Serves on the Administrative Team Committee.
Other duties as assigned.

SUPERVISORY /ADMINISTRATIVE RESPONSIBILITIES

Assists the public service staff in the enforcement of library policies with all patrons.
Oversees all personnel activities of the Adult Services Department including recruiting, training, evaluating and scheduling.

KNOWLEDGE, SKILLS AND ABILITIES

Comprehensive knowledge of the principles, methods, and practices of professional library science and administration and library policy and procedure.
Working knowledge of library automation systems, cataloging and classification, public relations procedures, budgetary and accounting processes, human resources, and building maintenance.
Ability to maintain effective working relationships with staff, other departments, administrators, government officials, and the public.
Ability to monitor, document, and accurately evaluate staff performance, including developing action plans for areas needing improvement.
Knowledge of current trends and developments in collection management practices.
Knowledge of current popular culture and trends and how it relates to reader's advisory.

Knowledge of statistical methods and interpretation of data.

Ability to monitor, document, and accurately evaluate staff performance, including developing action plans for areas needing improvement.

Ability to make decisions, act, and think under pressure.

Ability to prioritize and delegate work; handle multiple responsibilities and interruptions.

Ability to maintain confidentiality with respect to sensitive personal information for staff, along with the public.

Superior oral and written communication and listening skills are required.

EDUCATION, EXPERIENCE AND TRAINING

A Master's Degree in Library Science, one to two years of collection management and three to five years of direct staff supervisory experience are required. Required computer skills include proficiency in Internet and Microsoft office. Thorough familiarity with the staff/public client of an Integrated Library System (ILS), social networking sites, digital content devices and mobile/app technology. Proficiency with office equipment, such as copier, printer, fax and telephone.

WORKING CONDITIONS

PHYSICAL REQUIREMENTS

- Talking, expressing or exchanging information by means of the spoken word; spoken information must be conveyed to supervisor and coworkers accurately.
- Hearing, perceiving the nature of sounds at normal speaking levels with or without correction; ability to receive detailed information through oral communication and making discriminations in sound.
- Visual acuity to perform activities such as: preparing and analyzing data; viewing a computer terminal; extensive reading; visual inspection of materials, operating computers, copier, printers, scanners.
- Standing by remaining upright on the feet, particularly for sustained periods of time.
- Walking, moving feet to accomplish tasks, move about within shelving, desks, chairs, workstations, carts.
- Balancing, maintaining body equilibrium to prevent falling when walking, standing, pushing, pulling, moving, carrying objects.
- Ability to adjust, move or push objects up to 50 pounds in all directions.
- Pushing and pulling, using upper extremities to exert force on or against something with sustained motion.
- Bending body downward and forward by bending spine at the waist. Kneeling, bending legs at knees and ability to come to rest on knee or knees.
- Lifting, raising object(s) from a lower to a higher position, or vice versa; moving objects horizontally; shifting material within, onto and off shelves, carts, desks, bins.
- Reaching by extending hands and arms in any direction.
- Using hands/fingers to handle or feel, manipulate and grasp objects, typing; constantly operates a computer and other office technology. Feeling, perceiving attributes of objects such as size, shape or texture by touching with fingers.
- Ability to ascend and descend stairs, using feet and legs and/or hands arms.
- Repeating motions that include the wrists, hands and/or fingers.
- Frequently work is in narrow aisles, between shelves, computers, desk and chairs.
- Exposed to inside and outside environmental and atmospheric conditions.
- Some travel to workshops or meetings.

Employee Signature _____ Date _____

Job descriptions are meant to be general guidelines of the duties and responsibilities of the job and are not intended to list every possible task an employee may be called upon to perform.