# RUTH CULVER COMMUNITY LIBRARY POSITION DESCRIPTION ASSISTANT DIRECTOR

**FULL-TIME NON-EXEMPT (40 HOURS/WEEK)**

**NATURE OF WORK:** This is a professional position assisting the direction of activities of a public library. Work involves assisting the Library Director in planning and coordinating activities & personnel, as well as overseeing adult & teen services in a small public library. Work is carried out in accordance with policies established by the Library Board and under general supervision of the Director. Position includes morning, evening, and weekend hours.

# DUTIES AND RESPONSIBILITIES:

1. **Special Responsibilities**
   1. Plans, organizes, administers and promotes library and reading programs and services targeted to adults and teens ages 12-18.
   2. Coordinates public relations efforts for all library services, working collaboratively with other staff to promote important & timely information. (E.g. press releases, newsletters).
   3. Reviews and selects library materials for purchase with a focus on the development of the adult & teen library collections, and helps to maintain the collection through weeding.
   4. Assists with the addition of new titles to the collection including activities such as ordering, cataloging, and acquisitions.
   5. Creates displays to promote library programs, services and resources.
   6. Performs general circulation duties including checkin, checkout, collecting fines & fees, registering users, placing holds on materials for patrons, maintaining the hold shelf & preparing holds to/from other libraries, and answering/directing telephone calls.
   7. Assists customers in locating library materials and with use of online catalog, databases, computers, photocopier, and all other library equipment and resources.
   8. Serves as a library representative to the community.
   9. Answers reference questions and provides reader’s advisory with a focus on teen and adult materials.
   10. Coordinates ordering of library supplies.

# Administrative Support

* 1. Provides administrative support to the Library Director in the coordination of library services including planning and reviewing activities, procedures and policies, as well as some aspects of library management.
  2. Assists in preparing reports and statistics, preparing timesheets and basic bookkeeping.
  3. Regularly communicates with the Director to discuss plans, share information and receive direction.
  4. Writes or assists in preparation of grant proposals, administration & submits required evaluations for funded projects.
  5. Assists in the recruitment, training and supervision of library staff, as appropriate, and coordinates, trains and supervises teen and adult volunteers.
  6. Provides administrative support to the Friends of the Library.

# Other

* 1. Understands, follows and enforces library policies & procedures.
  2. Maintains an orderly and clean work area.
  3. Attends professional meetings and participates in continuing education or committee opportunities, as appropriate.
  4. Performs other related duties as assigned.

# ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

1. Ability to establish and maintain effective, cooperative & courteous working relationships with supervisors, co- workers, and the public including community groups and organizations.
2. Ability to plan, organize and direct a complete program of library activities, services and resources for teens and adults.
3. Ability to interpret community interest and needs to provide appropriate library services.
4. Ability to understand and efficiently perform library work as directed.
5. Ability to maintain a friendly, helpful and professional appearance at all times.
6. Possess good spelling and typing skills, advanced knowledge of computers and other library equipment.
7. Familiarity with the theory and practice of library service and the ability to acquire extensive knowledge of the local library collection, services and resources.
8. Ability to maintain accurate and complete records and prepare clear and detailed reports.
9. Ability to work independently & collaboratively, organize and prioritize work, pay attention to details, respond to varied work demands, and make decisions as required.
10. Possess a valid Wisconsin Driver’s License and have the ability to travel independently with their own vehicle.

# PHYSICAL DEMANDS

1. Frequent standing, walking, stooping, kneeling, crouching and sitting.
2. Handling of items including picking up and shelving.
3. Bending/twisting and reaching; use of a step stool.
4. Pushing and pulling objects weighing 60-80 pounds on wheels.
5. Lifting and carrying up to 50 pounds.
6. Talking and hearing; use of the telephone.

# EXAMPLES OF EQUIPMENT USED

A. Computer, tablet, e-reader, photocopier, scanner, automation system, telephone system, audiovisual equipment, projector, step stool, book trucks and other library equipment.

# ESSENTIAL TRAINING AND EXPERIENCE

1. Must have a college degree or two years library experience.
2. A MLS is preferred, but not required.
3. Equivalent combinations of education & experience will be considered.

*Approved by the Library Board April 11, 2018.*