

Reddick Public Library District

JOB DESCRIPTION

TITLE: Assistant Director

SALARY REVIEW: Annually

CLASSIFICATION: Full-time, Exempt

REPORTS TO: Library Director

Duties:

- Assists Director with day-to-day operations of the library.
- In the absence of the Director, temporarily assumes all responsibilities of Director.
- Acts as Supervisor at scheduled times (job description available).
- Directly supervises Technical Services Coordinator & Technology Services Coordinator and oversees their departmental work.
- Acts as head of Interlibrary Loan Department.
- Acts as head of local history collections; acts as main contact for local history inquiries.
- Acts as recordkeeper for library and stays current with records retention.
- Assists in financial preparation and administration of the library's annual budget.
- Helps prepare financials for Bookkeeper and completes minor bookkeeping tasks.
- Helps with managing library building maintenance projects.
- Provides Director with HR assistance; including learning payroll procedures.
- Attends and helps prepare for the monthly Board of Trustee meetings.
- Provides administrative assistant duties to Director which could include filing, correspondence, and organization projects.
- Acts as a FOIA Officer for the library.
- Works with Director and staff to plan, improve, and evaluate library services.
- Assists Director with meeting room bookings and community information sharing approvals.
- Recommends policies and procedures to Director and interprets goals to staff and patrons.
- Prepares monthly reports, surveys, and other reports as assigned.
- Assists with writing and administering grants.
- Assists with hiring and training of staff.
- Provides consistent, excellent customer service internally and externally.
- Fosters positive partnerships with community agencies/organizations.
- Represents the library at community events and in the media as assigned.
- Attends meetings and actively seeks professional development opportunities.
- Establishes and maintains effective and positive work relationships.
- Participates as member of library management team.
- Cooperates as a team member in performing any duty essential to the achievement of efficient library operations.
- Other duties as assigned.

Qualifications:

- Highly Preferred: Master's degree in Library Science from an ALA accredited institution.
Minimum Qualification: Bachelor's degree in relevant field with equivalent combination of work experience.
- Must have previous public library work experience with supervisory experience preferred.
- Strong professional public service, interpersonal, and leadership skills.
- Demonstrated ability to communicate well in English, both orally and in writing, required. Ability to communicate in Spanish desirable.
- Competency in Microsoft Office products required.
- High level of proficiency using Internet, email, online searching, and Windows operating systems in a desktop computing environment.
- Must be able to work scheduled evenings and weekends.
- Must have valid driver's license and access to a vehicle.