

## **Job Title: Assistant Library Director**

Williamsburg Public Library, Williamsburg, Iowa

### **Job Summary**

Assists the Library Director in the management, supervision, and administration of the library to provide maximum services to library patrons in accordance with library policies. This 40-hour/week position reports to the Director and must be able to perform many library tasks. In the absence of the Library Director, the Assistant Director assumes the responsibility for library operations.

### **Principle Responsibilities and Duties:**

- \*Provides exceptional services to library patrons at the circulation desk, and responds to questions in-house and off-site using the web, phone, email, etc.
- \*Assists director with staffing and management issues.
- \*Assists the library director in the management and maintenance of public library property.
- \*May assist in developing library collection by selecting, acquiring, and weeding of library collection based on the collection development policy.
- \*Catalogs, classifies, and processes all library materials using ALA and Dewey principles and practices.
- \*Supervises the youth services librarian in the cataloging, classification, and processing of all youth library materials using ALA and Dewey principles and practices.
- \*Assists the Director in the development of library policy and procedures.
- \*May assist the director in budget preparation, negotiation of expenditures, and grant writing.
- \*Responsible for the accounting and bank deposit of the library circulation revenues twice a month.
- \*Assists in the development and training of staff and volunteers.
- \*Promotes library services and programs.
- \*Maintains an annual personal professional development program. It may require travel.
- \*Assists in planning, implementation, and evaluation of long and short-term goals and objectives.
- \*Assists adult and youth services librarian with library programming. May plan, organize, and implement special projects as needed or determined by the director.
- \*Provides leadership in working relationships and communication, ensuring high productivity and quality public service, encourages initiative and creativity.
- \*Ensures safe conditions for staff, public, and building operation. Takes appropriate action in building emergencies.

- \*Assists with technology issues.
- \*Manages effective interlibrary-loan services with the adult services librarian.
- \*Assists in managing maintenance of promotional materials and information on-site, web, and socials.
- \*Inventory and procurement of library office supplies.
- \*Responsible for statistical reports, materials lists, and bibliographies as needed.
- \*Leads the library if Library Director is not available.
- \*Performs other related responsibilities as necessary.

### **Knowledge, Skills and Abilities**

- Ability to work and communicate effectively with the public on all age levels, abilities, and backgrounds using written and verbal communication.
- Ability to train, coordinate, and supervise library staff. Ability to exercise leadership and motivate others.
- Strong organizational talents.
- Ability to maintain regular and predictable attendance.
- Proficiency in Microsoft Office and other computer software programs. Machines, Tools, Equipment, and Work Aids:
- Computer and related software, printers, copiers, scanners, telephone, audiovisual equipment.

### **Education, Certifications, and Experience**

Four-year degree required and library experience preferred

### **Physical and Environmental Conditions:**

Duties are generally performed in an office setting. Some light work requires occasional lifting objects up to 20 pounds to move objects. Work may also require stooping, kneeling, crouching, bending, standing, walking, pushing, and pulling.

**Pay & Benefits:** \$15.50-\$17.42 based on qualifications. Benefits include health insurance, dental, and eye. The position earns IPERS, sick, vacation, and holiday leave.