



ASSISTANT DIRECTOR

Grade 2 - Assistant Director

FLSA Exempt

Base Pay: \$47,285.68

40 hours per week

AREAS OF RESPONSIBILITY

- Oversees the execution of programs and services provided by the Adult, Public, and Youth Services departments.
- Supervises the managers of the Adult Services, Youth Services, and Public Services departments and the Technology Specialist.
- Coordinates with the Director and supervises daily operations and functions of the Library according to established policies and procedures.
- May temporarily act on behalf of the Director when the Director is not available to make decisions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Administration

- Coordinates the implementation of library policies and procedures.
- Oversees programs and services provided by the Adult, Youth, and Public Services departments.
- Coordinates the implementation of technology-related programs and services.
- Ensures that staff provide an exceptional level of customer service.
- Reviews assigned departments' budget requests and expenditures.
- Assists the Director with measuring and evaluating library programs and services.
- Assists the Director with the implementation of the library's long-range plan.
- Works with Director to ensure compliance with Indiana public library standards and certification requirements.
- Assists the Director with a variety of administrative tasks.
- Participates in appropriate regional, state, or national library organizations.
- Participates in professional conferences & workshops plus reads professional journals.
- Performs other duties related to library operations or administration as assigned.
- May temporarily act on behalf of the Director when the Director is not available to make decisions.

Personnel

- Works with the Director to supervise and train the Person in Charge (PIC) team.
- Supervises, trains, and evaluates assigned employees.

- Reviews and approves work schedules for assigned departments to ensure adequate coverage during public service hours.
- Reviews and approves time cards for assigned employees.

KNOWLEDGE AND CRITICAL SKILLS

- Analyze and evaluate performance measures related to library programs and services.
- Maintain knowledge of public library best practices.
- Work collaboratively in a team environment.
- Organize, coordinate, and supervise the work of others.
- Communicate effectively verbally, in writing, and by listening.
- Adapt to multiple demands and changing priorities.
- Use technology of various types in daily work to present ideas or provide instruction.
- Support the principles and ethical standards of the library profession.
- Serve the public with friendliness, tact, diplomacy and professionalism.
- Perform duties as required to support the needs of library administration and operations.

QUALIFICATIONS

- Must have post-secondary degree
- May have some library experience (preferred)
- Must have at least one year of supervisory experience
- Must have prior work experience
- Must have, or be able to obtain, at least Librarian Certificate 5 within the first three years of employment. Details about Indiana Librarian Certification are available at <https://continuinged.isl.in.gov>

SUPERVISOR

- Library Director

The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel classified in this position. This job description is subject to change as the needs and requirements of the job change.