

ASSISTANT LIBRARY DIRECTOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB OBJECTIVES

Under administrative direction, to plan, direct, supervise and coordinate activities and operations of the City's Library including the adult, children, technical and audio-visual sections, reference and circulation functions; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the Library Director.

ESSENTIAL FUNCTION STATEMENTS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

1. Provide administrative and professional assistance to the library director in the direction and supervision of the library, including the adult and children's sections and reference and circulation functions. Directs the library in the absence of the director.
2. Participate in the formulation and implementation of goals, objectives, policies and procedures for assigned programs; recommend and administer policies and procedures
3. Supervise, coordinate and assess and monitor the work plan for assigned library staff and volunteers; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
4. Manage assigned collections; evaluate and select materials for addition to and deletion from assigned collections; ensure adequacy and currency of materials.
5. Communicate with book publishing representatives to evaluate their printed and electronic products for addition to the library's collection; maintain awareness of trends in book and electronic publishing through reading appropriate library and related journals.
6. Provide assistance to library patrons; explain use of automated catalog systems, indexes and databases; recommend materials to patrons using standard bibliographic sources; locate materials on the shelf.
7. Select, train, motivate and evaluate library personnel; provide or coordinate staff training and development; work with employees to correct deficiencies; implement discipline and termination procedures.
8. Assist in the preparation and administration of the assigned program budget; submit budget recommendations; monitor expenditures; review and approve daily budget requests.
9. Conduct in-depth research using the Library's automated catalog system, the Internet and various electronic databases; forward reference requests to the Regional Reference Center as appropriate.

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10. Develop, plan, implement and coordinate adult programs including book discussion groups.
11. Perform circulation desk duties as required; check materials and issue library cards; answer telephones and provide information to library patrons as needed; accept payment for library fines and penalties as required.
12. Determine patrons' needs through the reference interview process; provide readers advisory service; suggest resources from within the Library's collection or from other libraries.
13. Promote Library services and resources through the use of exhibits, tours, outreach and the media; prepare informational handouts for public distribution including calendars and flyers.
14. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of library administration.
15. Represent the Library to other departments and outside agencies; coordinate assigned activities with those of other departments, agencies and organizations.
16. Coordinate the services of the Library with the programs of other libraries; cooperate with such agencies to provide extended library services.
17. Provide training and teaching to individuals and groups on the use of the Library, catalogs, and related equipment.
18. Respond to and resolve difficult and sensitive citizen inquiries and complaints. Interpret library policy.
19. Assist director to identify and seek alternative means of supporting and financing Library services and programs including grant applications, fund raising, donor relations, and cooperation with Friends of the Library and Library Foundation.

AUXILIARY FUNCTION STATEMENTS

1. Follow all safety rules and procedures established for work area.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operational characteristic, services and activities of a comprehensive city library

Principles and practices of library administration, organization and management

Principles and procedures of complex professional and technical library work including methods, practices and techniques of library classification, cataloging and referencing.

Computerized cataloging, bibliographical and circulation systems and databases

Principles of supervision, training and performance evaluation

Practices of collecting, development, maintenance and management

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Internet usage and structure and various on-line systems
Research practices and procedures using a variety of mediums
Modern office equipment including computers
English usage, spelling, grammar and punctuation
Principles and practices of municipal budget preparation and administration
Pertinent Federal, State and local laws, codes, and regulations

Ability to:

Oversee and participate in the management of a comprehensive City Library program.
Oversee the assignment of work areas including circulation, reference, and technical services.
Supervise, direct and coordinate the work of lower level staff.
Select, train and evaluate staff.
Manage the operations of assigned areas including circulation, reference, and technical services.
Purchase, monitor and review new library materials and supplies.
Perform professional and technical library tasks.
Perform research using reference materials and the Internet.
Promote the library through the use of tours, exhibits and other mediums.
Operate computerized cataloging, bibliographical, acquisition and circulation data systems.
Assist Library patrons in response to complex reference and directional Library questions.
Operate a variety of office equipment including a computer and associated word processing applications.
Respond to requests and inquiries from the general public.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective relationships with those contacted in the course of work.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to a Masters degree in Library Science or Library and Information Science from an accredited college or university.

Experience:

Five years of increasingly responsible professional librarian experience, including two years of administrative and supervisory responsibility.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Library environment; extensive public contact.

Mobility: Incumbents require sufficient mobility to work in a library setting, operating office equipment and lifting light to medium weighted material.

Vision: Vision sufficient to read small print, computer screens and other printed documents.

Other Factors: Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings.

