

# Tracy Memorial Library Assistant Director Job Description

## **A. Job Summary**

The Assistant Director is a member of the management team, and works closely with the Library Director to ensure the continued success of the Library's mission. The Assistant Director performs professional administrative work requiring judgment, leadership, initiative, and managerial skills. In the absence of the Library Director, the Assistant Director is responsible for the operation and management of the Library.

## **B. Supervision Received**

Works under the direct supervision of the Library Director, but with considerable independence. The Assistant Director shall abide by the Library's mission statement and policies and work to further the goals of the library.

## **C. Supervision Exercised**

Responsible for the supervision and training of library specialists, as well as the supervision of some volunteers. Conducts an annual performance review for direct reports. Participates in the hiring of new employees. When the Director is away, the Assistant Director shall assume the authority and responsibility of making all decisions and of being the person in charge of other persons working in the library.

## **D. Examples of Duties**

### **1. Administrative**

- Have full management responsibilities over Library Technology, Online Resources, Adult Services, and Technical Services.
- Share management responsibility of several key library functions with Library Director (divided based on interests and strengths), including Collection Development, Community Engagement, Facilities, and Marketing/Communications.
- Assists with the implementation of Library policies and procedures.
- Assists with the collection, storage, and reporting of statistical data.
- Assists with hiring, onboarding, and scheduling of library staff.
- May assist the Director with grant writing and fundraising efforts.
- May assist Director in a variety of strategic areas including: developing new policies, budget preparation, long-range planning, preparing statistical and narrative reports, and developing a procedure manual, emergency procedures, and other aids for staff and volunteers.

### **2. Adult Services**

- Provides reference and reader's advisory services to patrons.
- Assists patrons in using materials in the local history collection.
- Assists patrons in the use of library technology.
- Plans, coordinates, and presents educational and entertainment programs.
- Supervises interlibrary loan staff in the borrowing of materials for library patrons and book groups, and in the lending of materials to other libraries.
- Assists at the Circulation Desk as needed, following guidelines set forth by the Circulation Manager.

### **3. Collection Development & Technical Services**

- Purchases materials for specific sections of the adult collection following professional guidelines and Library policies.
- Assists with ongoing evaluation of the collection, deaccessioning materials as needed.
- Manages allocation of space for library materials.
- Maintains local online catalog for staff and patrons. Performs necessary tasks to sync to statewide systems as needed.
- Manages processes for the acquisition and processing of new materials, including books, media, and magazines.
- Makes database entries/adjustments for missing, lost or problem status materials.
- Supervises staff specialists responsible for cataloging and processing of new materials, and who participate in collection development.
- Occasionally performs copy cataloging and minor original cataloging.

### **4. Community Engagement**

- Conducts community outreach.
- Establishes and maintains relationships with community partners.
- Participates in the planning and coordination of Library involvement in community-wide events.

### **5. Facilities Management**

- Assists with management and coordination of day-to-day maintenance, cleaning, and small repairs of the Library, provided in large part by vendors/contractors and Town departments.
- Communicate regularly with the Library Director about larger issues requiring repair or capital improvement.
- Ensures safe conditions for staff, public, and building operation. Takes appropriate action in emergencies.

### **6. Marketing/Communications**

- Promotes library services, programs, and materials to the public through both print and online media.
- Manages and maintains the library website, including the posting of regular updates, and coordination of access to online resources and the library catalog.
- Manages library social media accounts.
- Assists in developing and maintaining a plan for targeted marketing and communication. Coordinate the implementation of such a plan with library staff.
- Supervises staff specialists who participate in library marketing and communications.

### **7. Technology**

- Administration and maintenance of library information systems such as website, staff intranet, internal and external databases, and online subscription services.
- Responsible for general computer maintenance and troubleshooting, coordinating IT service and maintenance with IT consultants/vendors as needed.
- Manages the Library's Integrated Library System. Maintains up-to-date knowledge of all aspects of the Integrated Library System and online catalog, including all circulation functions, inquiry functions, databases and all functions necessary to handle patrons' requests, overdue fees, and payments.
- Works towards ensuring that the Library is following privacy guidelines and standards set forth by library and information security professionals.
- Research, plan, and implement software purchases or upgrades as needed.

- Keeps current with technology trends within and outside the library field and evaluates technologies to recommend for adoption by the Library.
- Troubleshoots systems related technical problems.
- Provide training in library technology for staff as needed.
- Assist other staff members in identifying ways that technology can improve workflows and efficiency and implement solutions.
- Act as the primary point of contact for software vendors whose products the library uses.

## **8. Other**

- Opens and closes the library as needed.
- Helps establish and maintain a high customer service performance standard.
- Develops professionally through memberships and educational opportunities such as workshops, webinars, reading, and conferences.
- Represents the Library at meetings and events.
- Performs other related duties as assigned by the Library Director.

## **E. Minimum Qualifications Required**

### **1. Education and Experience**

- Master's Degree in Library Science from an accredited college or university AND three years' experience in library management; OR any equivalent combination of experience and training providing the required knowledge.

### **2. Knowledge and Skills**

- Ability to work with library technology, including computers and related hardware, library systems, digital resources, and library services on mobile devices.
- Ability to work effectively as both a member of a team and as the leader of a team, to assist and support colleagues, and to contribute ideas and maintain flexibility.
- Ability to interact positively and maintain effective working relationships with library patrons, staff, and volunteers.
- Ability to work independently and manage numerous tasks, to follow instructions and to accept responsibility.
- Ability to develop and implement programs and services, and to implement changes to processes and procedures.
- Ability to learn and implement new concepts, with a commitment to expand skills and knowledge through continuing education courses and workshops.
- Ability to provide quality customer service and instructional skills.
- Ability to effectively communicate in oral and written communications.
- Experience and genuine enthusiasm in working with the community.
- Creativity, flexibility, and attention to detail in completing various tasks.
- Ability to administer the activities of a public library and to oversee the work of others.
- Experience working in a municipal government environment preferred.
- Experience with the Koha integrated library system and Aspen online catalog preferred.
- Knowledge of SQL and HTML/CSS preferred.

### **3. Physical Demands**

The physical demands described here 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 the essential functions.

- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk, see or hear. The employee must occasionally lift and/or move up to 25 pounds.
- While performing the duties of this job, the employee is frequently required to use tools including computers, software, book carts, AV equipment, scanners, step stools, ladders and other general office equipment.
- Work is primarily performed in a library setting. Evening and weekend hours are occasionally required. Employee may be exposed to mental stress due to public service.

### **F. Scheduling Requirements**

This position is a full-time, exempt, 40-hour a week position. The scheduling requirements of this position include occasional evenings and weekends, based on the needs of the Library. The regular schedule for this position will be 9am-5pm, Monday through Friday, which includes a 1-hour paid lunch break for each workday.

### **G. Pay & Benefits**

This position has a salary range of \$51,625.60 to \$76,648.00 annually (hiring range \$51,625.60 to \$62,899.20).

This position includes a generous paid leave and benefits package through the Town of New London. This includes 11 paid holidays, vacation and sick leave, health insurance, and a retirement plan. Hiring is subject to a criminal records check.