

# Assistant Library Director

## Lone Cone Library

### Job Description

#### Overview

The Assistant Library Director supports the Library Director in bringing the Lone Cone Library's vision, mission, and values to life. To this end, the Assistant Library Director manages some of the day to day operations in managing staff, facilities and operations, and programming. This position reports directly to the Library Director.

#### Schedule and Salary:

This position would be salaried at 35-40 hours a week. Must be flexible and able to communicate with staff both nights and weekends should emergencies arise and the Library Director cannot be reached. This position's hiring annual salary range is between \$50,000-\$65,000, depending on experience and includes a health benefit.

#### Education Requirements:

Bachelor's Degree

Master's Degree preferred, especially in Library Science

#### Required Skills:

- MUST enjoy working with people, especially youth
- Management and youth experience
- Must be comfortable leading staff and programs
- Ability to create curriculum and plan with purpose
- Comfortable with youth STEAM/STEM programming or willing to learn
- Comfortable with networking
- Creative and willing to do research for new ideas
- Highly organized
- Efficient
- High level of communication skills
- Proficient with technology and social media
- Self-Starter
- Ability to self-monitor and set personal goals
- Ability to work independently and as part of a team

- Strong work ethic
- Punctuality
- Bilingual in Spanish a plus
- Grantwriting experience a plus

## Duties may include but are not limited to the following:

- Act as Person-In-Charge for making decisions when the Director is out of the office.
- Youth programming
  - Set dates and plan all programs for the year
  - Give a description of the lesson plans to the Director for the Board and social media
  - Work with Director to establish and maintain a program budget
  - Planning, shopping for, and preparing snacks for all programs
  - Organize and maintain program equipment, request purchasing as needed.
  - Be available to work with NPS teachers according to their schedule.
  - Work with community members to find presenters & local experts for additional events and programs
  - Present or teach various types of events and programs
  - Be consistent, reliable and punctual with programs
  - Keep track of program attendance at each event
  - Provide sign-in sheets and statistical reports to the Director in a timely manner
  - Represent Library in a positive way,
  - Clean up after all programs
- Supports the Director by taking on more of the clerical and administrative duties in each of the below areas:
  - Supervises library staff members
  - Manages (with the Director) the library on a daily basis by planning, organizing, and directing facilities and grounds maintenance, technology, collections, and services, for all people in the community.
  - Assists in hiring, onboarding, and evaluating staff
  - Upholds (with the help of staff) written policies and procedures for the library, including supervision, operations, fiscal matters, and services.
  - Help ensures staff are trained on all policies and procedures.
  - Is the staff liaison for the Friends of the Library
- Management Duties
  - Write supplemental grants
  - Manage and publish website and Facebook accounts with the Library Services Coordinator

- Assist with payroll
- Collaborate with Cataloguer Librarian on the ordering of all materials
- Help with State reports
- Compile special reports as needed by the Director or Board
- Assist Director in keeping incident documentation
- Field complaints and mediating as needed
- Community outreach and relations
- Other duties as assigned

## Environment:

Work is performed primarily in an indoor public library environment, working with staff and the general public. It is climate controlled and will include working at a desk in an area where you would interact with other staff and the general public. A significant part of the job includes interaction with people of all ages and backgrounds. The library's purpose is to provide an environment that encourages connection between our community and the services we offer.

## Physical Activities:

To successfully perform this job and to deal with the general public and children, the employee must be able to perceive sounds at normal speaking levels with or without correction, close visual acuity with or without correction, and have the ability to give and receive detailed information through oral communication. The employee is often required to sit and use a keyboard and mouse. The employee is also required to stand, walk, reach with arms and hands, climb or balance, and to stoop or kneel in order to locate and obtain information, materials, or equipment of a wide variety of sizes and shapes throughout the library, typically not more than 10 pounds. Must be able to grasp and turn objects. Work includes some physically challenging work such as moving furniture or boxes to storage facilities, not to exceed 50 pounds. Moving books, walking and standing for extended periods, and carrying a reasonable selection of materials between usage and storage sites is mandatory. 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.

## Compliance/Other:

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This job description does not constitute an employment agreement between the Lone Cone Library and the employee and is subject to change as the needs and the requirements of the position change.

As an Equal Opportunity Employer, the Lone Cone Library District does not discriminate on the basis of age, race, sex, color, religion, national origin, gender expression, gender identity, disability, marital status or any other status protected by federal, state and/or local law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors. For more information, please contact the Library Director.

Are you able to work the [flexible/weekend/etc] schedule as listed above? Yes No

Do you agree to the duties as outlined? Yes No

Do you agree to inform us of any accommodations that you need to successfully perform the listed expectations? Yes No

Is the hiring salary range acceptable to you? Yes No

After reviewing this job description and the details of the position, if you feel that you can fulfill the requirements of the position please sign and date below. By signing this, you are stating that you have reviewed the job description and are agreeing to the terms of the position as outlined here. [This job description does not constitute an employment agreement between the Lone Cone Library and the employee and is subject to change as the needs and the requirements of the position change.]

Employee Printed Name & Date:

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Employee Signature:

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Director Signature:

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