

ASSISTANT LIBRARY DIRECTOR

Definition

To assist in the planning, organizing and direction of the operations and activities of the City Library; to assume responsibility for the Library in the absence of the Library Director.

Supervision Received and Exercised

General direction is provided by the Library Director. Responsibilities include direct supervision of professional staff and indirect supervision of technical and clerical staff.

Examples of Duties

Duties may include, but are not limited to, the following: Assist in the development and implementation of goals, objectives, policies and priorities; plan, organize, and direct the work of the reference and circulation departments of the Library, under general direction, plan, organize and direct the ongoing operations of the Library, provide reference and reader's advisory service to the public; participate in the selection of new books and other library materials; supervise the maintenance of records, and other special collections; review book collections to determine maintenance, repair, weeding and discarding of existing materials; evaluate the classification and arrangement of library materials and initiate those changes necessary to promote reader interest and full use of Library resources; maintain active records of Library materials; serve on professional boards and committees and attend job related meetings; act for the Library system activities with other City departments and outside agencies; supervise, train and evaluate professional staff; provide indirect supervision for technical and clerical staff; perform related duties as assigned.

Employment Standards

Experience and Education

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

Experience: Five years of increasingly responsible experience in professional public library services, with two years in a responsible supervisory capacity.

Education: Equivalent to a Master of Library Science Degree from a college or university accredited by the American Library Association.

Knowledge and Abilities

Knowledge of: Modern library organization, objectives, services and their application; principles, laws, policies, methods and practices of public library administration; library classification, circulation, distributing, cataloging, and reference techniques and practices; principles and practices of organization, administration, budgeting and personnel management.

Ability to: Plan, organize, direct and coordinate the activities of a library system; delegate authority and responsibility and schedule and program work on a long-term basis; communicate clearly and concisely, orally and in writing; select, supervise, train and evaluate subordinates.