

JOB DESCRIPTION



Position: Associate Director of Public Service
Range: M4 (Exempt) (Non-Union)
Reports to: Library Director
Supervises: Community Partnerships
Reviewed: 8/14

www.cadl.org

JOB SUMMARY

Under the direction of the Library Director, coordinates outreach and programming efforts of branch libraries. Coordinates professional development and training for staff members. Works with friends groups and their efforts to support the library.

DUTIES AND RESPONSIBILITIES

1. Oversees programming for entire CADL system, including summer reading activities. Establishes programming priorities, for public services programming that complement CADL's overall marketing strategy. This includes staffing, budget and other management areas.
2. Oversees Community Partnership and Outreach departments by establishing goals and timelines for the department.
3. Coordinates outreach efforts of branch libraries.
4. Trains, supervises, directs and evaluates the head of Community Partnership and Outreach.
5. Works with Marketing Department to promote the library through programming and outreach.
6. Coordinates Friends groups and their efforts to support the library, including establishing a Friends of Local History.
7. Coordinates professional development opportunities and training for staff. Works with committee to establish training program for all new and current staff members.
8. Maintains the professional collection. Issues business and institutional cards.
9. Acts as authority on patron service and patron activities in the branch libraries.
10. Works with Branch Heads on improvements to branch libraries
11. Coordinates relevant grant applications and writing to obtain support for library efforts.
12. Analyzes budgetary needs for programming, outreach, and professional development and makes recommendations.
13. Participates in Management Team, assists in implementing, monitoring, and evaluating Library policies and procedures for the system as a whole. Recommends changes to the Director.
14. Acts as Director in the absence of the Library Director.
15. Other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

JOB REQUIREMENTS

- Possession of a Master's Degree (or its equivalent) in Library Science from an ALA accredited institution.
- Possession of a Librarian's Permanent Professional Certificate issued by the Library of Michigan.
- A minimum of 5 years satisfactory experience in a public library serving more than 50,000 people.
- Comprehensive knowledge of library administrative practices and procedures.
- Knowledge and experience in budget management.
- Ability to initiate ideas for the improvement of library functions and services.
- Demonstrated leadership, written and oral communication, fiscal, analytical and administrative skills.
- Ability to establish and maintain effective working relationships with staff, other departments, outside agencies and the public.
- Ability to conduct oneself with tact and courtesy.