**Traverse Area District Library**

**Job Description**

**Job Title**: Assistant Director for Public Service

**Department:** Administration

**Reports to**: Library Director

**Effective Date**: January 9, 2018

**SUMMARY**

Assists the Library Director in setting the vision for library services and providing leadership for library staff, including the development and implementation of departmental operating policies and procedures as well as library services and programs provided to the general public. The person in this position is responsible for the smooth and cost efficient functioning of the Adult, Teen, and Youth Services Departments, Sight & Sound Department, Technical Services, Talking Book Library, and the Kingsley and East Bay Branch Libraries.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual in this position must have the ability to excel in the following representative responsibilities:

* Assist the Library Director in preparing the annual budget, monitor expenditures and maintain budgetary compliance.
* Interview, train, motivate, assign and evaluate work, and recommend disciplinary actions according to established library procedures. Conduct performance appraisals.
* Oversee daily operations of the Library. Develop policies and procedures to ensure customer satisfaction.
* Assist in planning, coordination, and development of special projects and grants.
* Direct the operations of the Library in the absence of the Library Director.
* Assist in strategic planning for the Library.
* In coordination with marketing and department heads, suggest and design programs that serve to increase use of the library, its lending collections and digital resources.
* Coordinate ILS enhancements with Technology Department.
* Prepare related reports, correspondence and records.
* Perform other duties as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

**REQUIRED:** Thorough knowledge of professional library principles, practices, methods and administration;

**REQUIRED**: Skill in supervision, planning, budgeting, creating and monitoring standards, and the management of complex projects;

**REQUIRED**: Knowledge of current and emerging library technologies;

**REQUIRED:** Ability to relate positively to diverse populations and communicate effectively both orally and in writing;

**REQUIRED:** Thorough knowledge of print and digital resources, technical services and collection management;

**REQUIRED:** Willingness and availability to work flexible hours if needed; and

**REQUIRED:** Willingness and ability to work at any library location as required.

**EDUCATION**

**REQUIRED:** Master’s Degree in Library Science or equivalent ALA Accredited degree.

**EXPERIENCE/OTHER REQUIREMENTS**

**REQUIRED:** Five years of relevant library experience.

**REQUIRED**: State of Michigan Level I Librarian Certificate.

**REQUIRED**: Valid Michigan Driver’s License.

Although reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions, visual and communication ability is required.