



## Position Description

<b>Job Title</b>	Assistant Library Director
<b>Department</b>	Administration
<b>Employment Status</b>	Full-Time
<b>Exempt/Nonexempt Status</b>	Exempt

### Scope of Work

This position provides administrative support to the Library Director and professional service to the public, including coordination of community relations programs and the development of community partnerships.

### Supervision

<b>Received</b>	Library Director
<b>Exercised</b>	Supervises the part-time Administration Clerks.

**Essential Job Functions** The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Provides public service to patrons, including responding to requests for meeting room use, covering Welcome Desk as needed and handling patron complaints and emergencies.
- Supervises part-time Clerks, including hiring, performance evaluation, assigning work and overseeing scheduling.
- Coordinates training of all Library staff including one in-service day per year, New Employee orientation, Senior-in-Charge training, plus other training sessions.
- Coordinates marketing and publicity of the Library's services and programs; edits the quarterly newsletter and press releases; writes the Library's annual report; writes and posts content for the Library's website and social media avenues.
- Assists the Library Director and Trustees with policy review and implementation.
- Assists the Library Director with Library Board meetings and projects.
- Curates exhibits for the Library's display case.
- Coordinates surveys and statistical reports.
- Coordinates the bid process for contracted services.

- Manages budget for printing, postage, marketing, strategic plan implementation and some gift funds.
- Conducts annual salary survey of area libraries.
- Participates in Management Advisory Team meetings.
- Serves as liaison with outside community groups such as the Bloomfield Historical Society.
- Provides effective and efficient customer services and promotes and maintains responsive community relations.

### Other Job Functions

- Performs related duties as assigned.

### Requirements of Work

Graduation from an accredited college or university with a Master's Degree in Library Science and at least 5 years of Library work, including 3 years of library management and supervisory experience; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

<b>Knowledge of</b>	<ul style="list-style-type: none"> <li>• Library and information science.</li> <li>• The effective use of social media.</li> <li>• The use of general office equipment, including computers and related software.</li> </ul>
<b>Ability to</b>	<ul style="list-style-type: none"> <li>• Train and supervise staff.</li> <li>• Analyze problems, identify and plan for solutions, and implement plans in support of goals.</li> <li>• Coordinate Library projects and programs.</li> <li>• Establish and maintain effective working relationships with the Library Trustees, supervisors, coworkers, and the general public.</li> </ul>
<b>Skill in</b>	<ul style="list-style-type: none"> <li>• Oral and written communications.</li> <li>• Problem solving.</li> <li>• Time management.</li> <li>• Public relations.</li> </ul>

### Necessary Special Requirements

Permanent Professional Library Certificate issued by the Library of Michigan (after hire?).

### 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.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision, prolonged visual concentration, and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and

reach with hands and arms.

- The employee is occasionally required to bend, balance, stoop, kneel, or crouch.
- The employee must occasionally lift and/or move up to 20 pounds.