

MOUNT CLEMENS PUBLIC LIBRARY

Job Description

JOB TITLE: ASSISTANT LIBRARY DIRECTOR
HOURS: Full time, 37.5 hours per week
REPORTS TO: Library Director
SALARY: \$60,000 - \$70,000 (Depending on experience) plus benefits

NATURE AND SCOPE OF POSITION:

Under direction of the Library Director, provides the day-to-day oversight and supervision of the library staff and public services by training and scheduling staff, facilitating problem solving, designing procedures, developing and maintaining marketing and promotional tools, represents the library within the community on community service boards and organizations, and managing automated library systems. The assistant library director represents the library director in his absence and does other related work as assigned by the library director.

SPECIFIC DUTIES:

- Schedule and supervise librarians and circulation staff
- Devise and recommend to Library Director policies and procedures for efficient operation of the library
- Assist Library Director in screening of applicants for vacancies
- Assist Library Director in periodic evaluation of staff
- Recommends disciplinary actions as may be required
- Serve as automated systems manager
- Supervise technical services functions
- Assist Library Director in maintaining positive community relations
- Assist Library Director in writing and editing library newsletter
- Design and prepare library promotional materials
- Create and supervise the creation of exhibits and programs based off community needs
- Help maintain library web site, blog and digital archive
- Participate with other librarians in collection development and weeding
- Participate in meetings and workshops that contribute to professional growth and continuing education
- Function as Staff Member in Charge in accordance with Library Chain of Responsibility
- Other duties as assigned by Library Director

JOB REQUIREMENTS:

ALA-accredited MLS degree with 2+ years of library administrative experience or equivalent
Knowledge of current library trends that affect 21st Century Library Services
Knowledge of standard public library services, both print and electronic
Demonstrated effective working relationships with superiors, subordinates, associates, officials, and other agencies.
Experience with automated library systems
Web site editing ability

Good public service attitude

Demonstrated oral and written communication skills

DESIRED CAPABILITIES:

Experience with Innovative Polaris integrated library system

Applicants with 5+ years of library administrative experience