



Job Summary:

The Assistant Director will assist in the administration of daily operations and public services of the Briggs District Library. This is a full time, exempt position. Starting salary is \$42,000 a year with a benefit package. The position is under the supervision of the Library Director. Some evening and weekend hours may be required.

Essential Roles & Responsibilities:

- Assists the Director in planning, management and provision of library services to the public.
- Acts on the Director's behalf when the Director is not available to make decisions or take actions normally handled by the Director. Directs the library in the absence of the Library Director.
- Assists with staff scheduling and assignments. Provides input into hiring, training, and assists with annual employee evaluations. Serves as training coordinator for new employees. Supervises library employees.
- Responds to public inquiries regarding library services, reference questions, programs, technology advances and other related issues.
- Performs some public contact work at the circulation desk, charges and discharges books, collects overdue book fines, and explains library rules and procedures to patrons.
- May provide administrative support to the Library Board. May attend Standing Committee meetings as assigned.
- Manages the selection and collection development of assigned areas of the collection. Participates in the removal and disposition of outdated items.
- May assist with cataloging duties.
- Oversees adult programming including community outreach and life-long educational opportunities.
- Coordinates all marketing initiatives in conjunction with the Director and Marketing Committee. Coordinates and/or prepares informational brochures, articles, and reports to publicize the activities and services of the library, and to increase public awareness of the library as a community resource.
- Assists the Director with planning the annual budget, the tracking and recording of revenue and expenditures, paying of invoices and processing of payroll.
- Assist the Director with the management of special projects and correspondence with the Library Board and governmental units.
- Attends professional meetings, conferences, workshops and classes at the discretion of the Director.
- Serves on professional and community committees, as requested, to advance the library and the library profession.

- Complies with work scheduling and attendance requirements according to reasonable policy and practice. Adheres to customer service guidelines and procedures as established by the library.
- All other duties as assigned.

Qualifications & Requirements:

Education:

Bachelor's Degree required. Master of Library Science recommended.

Experience:

- Ability to obtain Level 3 Library Certificate required, Level 2 Library Certificate recommended, Level 1 Library Certificate preferred.
- Completion of Beginning Workshop offered by the Library of Michigan within 1 year of being hired or proof of previous attendance.
- Previous library work experience strongly recommended. Previous supervisory experience preferred.

Skills:

- Thorough knowledge of the principles, practices and procedures of professional library administration.
- Thorough knowledge of library collection classification and selection techniques.
- Good knowledge of the public's interests, needs and expectations regarding the library.
- Good knowledge of marketing and public relations.
- Ability to develop programs and services to meet the needs of the community.
- Ability to supervise the work of professional and para-professional library staff members.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, professional contacts, other administrators, and the public.
- Ability to maintain records and prepare comprehensive reports on the operation of the library, programs offered, collection changes, funding options, and other related issues.
- Ability to communicate effectively and present ideas orally and in writing.
- Good knowledge of basic budgeting, account keeping and money handling procedures.
- Skill in assisting library patrons with reference questions and general collection issues.
- Skill in utilizing and assisting others in the use of computerized library systems.
- Ability to guide the clerical and public assistance work of other library employees.
- Ability to work effectively under stress, changes in work priorities, and with frequent interruptions.