

Assistant Director Job Description

General Summary

Under the supervision of the Library Director, the assistant director serves as second in command of the VCBC Public Library. The Assistant Library Director is a member of the management team and supervises the day-to-day running of the library and staff. The Assistant Director oversees programming planning for Adults, Teens, and Children's Department. This position involves working with the community, public speaking, and high level of responsibility for the decision-making regarding day-to-day library operations. The Assistant Director will also perform front line tasks related to circulation of materials, collection development, and patron customer service.

Duties

Assist the Library Director in Management of Library Operations including staff, collection development, and programming.

Attends staff and other inter and intra agency meetings to coordinate programs and activities and to increase professional knowledge and skills.

Assists in planning, implementation, and evaluation of long- and short-term goals and objectives.

Keeps abreast of advances in technology, programming, and library services.

Improves quality of library services through individual and general staff development by attending meetings, conferences, continuing education opportunities, workshops, and training sessions.

Reads professional materials to update and maintain knowledge and skills. Maintains membership in professional organizations.

Participates in library-wide planning and decision making as a member of the library management team.

Initiating, developing, coordinating and implementing programs to improve service availability and quality consistent with library policies, professional best practices and management guidelines.

Develops and recommends policies and procedures to improve operations. Monitors and reports the results achieved.

Establish and maintain effective working relationships with staff members, vendors, technicians, government staff, and general public.

Hire, evaluate, and discipline support staff in conjunction with the Library Director.

Seek partnerships with area agencies, businesses and organizations through active involvement and marketing of the library.

Seek appropriate grant and funding opportunities to supplement library budget as needed.

Assesses library needs and prepares requisitions for equipment, materials and supplies.

Plans, organizes, and implements special projects as needed or determined by the Director.

Performs other duties as required.

Knowledge Skills and Abilities

Ability to plan, organize, and administer library departments.

Comprehensive knowledge of the principles, practices, policies of library services and personnel management.

Excellent written and oral communication skills.

Ability to work well under pressure and delegate work effectively.

Ability to set own priorities and deadlines for work to be done.

Education, and Experience

Master in Library Science Degree from and ALA accredited library school. Or Bachelor's Degree plus 3-5 years management/supervisory experience, preferably in a public library.