

JOB DESCRIPTION

JOB TITLE:

ASSISTANT DIRECTOR

JOB CLASSIFICATION:

Exempt

SALARY:

Determined by the Board of Trustees

REPORTS TO:

Director

GENERAL SUMMARY:

ASSISTANT DIRECTOR – SUPPORT SERVICES

Responsible for the day-to-day operation of all library functions in providing a high level of internal customer service and supportive internal systems that facilitate innovative, responsive library services to the community. Supervises designated managers and service areas to include: Circulation, Reference, Popular Materials, Youth Services, and Tech Services. Ensures efficient and effective daily operations. Provides administrative and professional assistance to the library director. Works with the director in the implementation of policies and goals established by the Library Board. Assists in the formulation of goals and objectives that support the Library's mission and meet community standards.

HOURS:

Full time (40 hours): Evening and weekend hours required. Required to work whatever schedule is most conducive to library needs.

JOB REQUIREMENTS:

Education/Experience

MLS from an ALA-accredited library school, five years professional experience and two years supervisory experience.

Knowledge/Skills

Knowledge of the principles and practices of professional library work. Broad knowledge of library materials, technologies and methods. Knowledge of organizational and budget development and administration. Knowledge of human resource laws and of employee training and development methods. Knowledge of current library technology and connectivity issues. Ability to define problems, collect data, establish facts and draw conclusions. Ability to interpret community interests and needs and develop appropriate library services. Ability to interpret and apply laws and regulations and develop appropriate policies and procedures for compliance and effective operations. Ability to communicate and work effectively and tactfully with employees, the public, and the

director to create a positive workplace environment and to present a positive public image. Ability to work in a team environment. Good professional judgment.

Working Conditions

Work primarily inside the library. Required to attend meetings or training sessions outside the library.

SUPERVISES:

Designated Managers

BRIEF JOB DESCRIPTION

BASIC SUMMARY:

Westlake Porter Public Library's mission is to educate, empower, enlighten, and excite the public by serving as an active community center and premier knowledge provider. **This position helps accomplish that mission by providing supervision of internal systems and support services; by coaching staff and modeling behaviors that exemplify this service; and by recommending policies and procedures that facilitate superior internal customer service and support services that allow the library to excel in its provision of services to the public.**

DETAILED JOB DUTIES: (Essential duties)***LIBRARY OPERATIONS***

1. Manages support operations of the library. [70%]
 - Maintains, monitors, and updates designated schedules. Schedules a librarian-in-charge for all open hours.
 - Serves as first administrative level to resolve referred problems from staff and patrons, referring unresolved issues to the Director.
 - Works with all assigned departments to ensure smoothly run, service oriented policies and procedures for staff and patrons and refers difficulties with recommendations for resolution to the Director.
 - Works with Librarians-in-Charge and Safety Team to plan, recommend, and implement safety/security procedures for the staff, building and grounds. Acts as liaison to the Westlake Police Department.
 - Recommends, coaches, and performs opening and closing procedures.
 - Acts as administrative liaison to various employee teams, as needed.

ADMINISTRATIVE ASSISTANCE

2. Uses objective analytical, problem-solving, and consensus-building skills to contribute to decisions affecting overall library services. [20%]
 - Completes regular statistical and narrative reports, as assigned. Provides monthly, midyear and annual reports and statistics.
 - Assists systems and support services departments with planning for library services that will meet community needs.
 - Assists systems and support services department heads with budget needs requests and helps them implement expenditures in an efficient and accountable manner.

- Serves as team leader, participant or liaison, with a library-wide perspective
- Facilitates or participates in department, topical, or general staff meetings, as needed.
- Participates in interviewing, hiring, and orientation of new employees, as needed.
- Facilitates adequate and accurate communication regarding library projects and priorities.
- Encourages and facilitates input, innovation, and enthusiasm from all staff.

COMMUNICATION AND NETWORKING

3. Works and serves as a positive part of a team-oriented work environment to initiate, maintain, and/or implement effective, efficient, innovative, customer-oriented service to the public and other library staff. [10%]
 - Serves as an enthusiastic and positive member of the Administrative Services Team by communicating effectively with coworkers and other departments; by assisting the Director and administration in all aspects of providing good customer service to the public and other departments; and by understanding, performing, and conveying the library's role, mission, and values.
 - Keeps informed of and conveys library activities and policies by participating in general staff meetings, attending and helping to plan regular department meetings, and by participating in workshops or training offerings when appropriate and as requested or required. Keeps informed of WPPL's current policies and procedures and helps to convey changes to staff in a timely and appropriate manner.
 - Serves as a liaison to community groups and organizations and actively attends meetings of at least one group in order to facilitate partnerships and cooperative efforts.
 - Performs miscellaneous related additional duties as needed by the library and assigned by the director.

WESTLAKE PORTER PUBLIC LIBRARY

PHYSICAL DEMANDS CHECKLIST

Date: 2/13/2013 Job Title: Assistant Director

PHYSICAL STRENGTH FACTORS:

Does this job require:

- Lifting: [X]Yes []No If Yes, list maximum weight: 20 lbs.
Pushing: [X]Yes []No
Pulling: [X]Yes []No
Carrying: [X]Yes []No
Reaching: [X]Yes []No
Does job require reaching above shoulders? [X]Yes []No
Does job require reaching to floor level? [X]Yes []No
Gripping: [X]Yes []No

PHYSICAL MOBILITY FACTORS:

- Throwing []Yes [X]No
Sitting []Yes [X]No
Standing [X]Yes []No
Walking [X]Yes []No
Climbing []Yes [X]No
Stooping/Bending [X]Yes []No
Crouching [X]Yes []No
Kneeling [X]Yes []No
Crawling []Yes [X]No
Twisting [X]Yes []No
Balancing [X]Yes []No

SENSORY/PERCEPTUAL FACTORS

- HEARING:
Conversation [X]Yes []No
Sounds [X]Yes []No
VISION:
Far []Yes [X]No
Near [X]Yes []No
Color [X]Yes []No
Depth [X]Yes []No
PERCEPTION:
Spatial []Yes [X]No
Form [X]Yes []No
Feeling [X]Yes []No

WORK ENVIRONMENT

- Inside Work [X]Yes []No
Outside Work []Yes [X]No
Hot/Cold []Yes [X]No
Fumes []Yes [X]No
Traveling [X]Yes []No
Working Alone [X]Yes []No
Working in a Group [X]Yes []No
Interact with Public [X]Yes []No

HAZARDS

- Machines []Yes [X]No
Electrical []Yes [X]No
Sharp Tools [X]Yes []No
Slippery Floor []Yes [X]No
Congestion [X]Yes []No
Heat/Cold []Yes [X]No
Dust/Vapor [X]Yes []No

OPERATE:

- Equipment [X]Yes []No
Telephone [X]Yes []No
Computer [X]Yes []No

ACCESSIBILITY FACTORS

- Doors [X]Yes []No
Aisles [X]Yes []No
Tables [X]Yes []No
Telephone [X]Yes []No
Public Bathrooms [X]Yes []No
Drinking Fountains [X]Yes []No
Parking [X]Yes []No