

## **Assistant Director**

### Job Description

Job Title: Assistant Library Director

General Description:

Maintains a working knowledge of library management through continuing education and assisting the Library Director in these functions as directed. Shares the duties of the Library Assistants as time allows.

Reporting Relationship(s):

Reports to: Library Director

Supervises: As assigned by Library Director may supervise Library Assistants, Children's Librarian, Volunteers and community service persons.

Characteristic Duties:

- Maintains a working knowledge of library management through continuing education and shared office duties.
- Shares in the duties of the Library Director as directed.
- Shares duties with Library Assistants as time allows.
- Manages Circulation Desk including overdue and lost materials.
- Organizes and performs duties connected with special library projects and programming at the request of the Library Director.
- Performs the functions of the Library Director in the absence of that individual.
- Performs other duties as assigned.

Minimum Qualifications:

- Ability to work all hours of library operation, including evenings and weekends.
- Ability to effectively communicate orally and in writing.
- Management experience.
- Ability to perform quality customer service for library patrons of all ages.
- Experience with computer systems (word processing, database, spreadsheets, Internet).
- Ability to use a computer, copy machine, and other office equipment.

Preferred Qualifications:

- Experience working in a library setting.
- Familiarity with books and other library resources.
- Maintains Iowa Librarian Certification standards.

Physical and Environmental Characteristics:

- Regular physical activity including bending, reaching, and prolonged periods of sitting or standing.
- Regular lifting and carrying of objects weighing up to 50 lbs.
- Pushing and/or pulling up to 100 lbs.

Disclaimer:

The intent of this job description is to provide a representative summary of the major duties and responsibilities of the position. Incumbents may be required to perform job-related tasks other than those specifically presented in this description. This job description does not constitute a contract of employment.

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