

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: ASSISTANT LIBRARY DIRECTOR

General Functions:

Performs professional, managerial work in the Library. Plans, organizes, and supervises the services and activities of library departments such as: Adult Services, Support Services, Youth Services, and Technical Services. Responsible for library operations in the absence of the Director. Routinely assumes administrative and supervisory functions. Performs related work as required.

Duties and Responsibilities:

(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)

1. Contributes to a positive work environment.
2. Maintains a positive relationship with the Library Director, fellow employees, city departments, Library District of Clackamas County, and with persons outside the City organization.
3. Recommends and directs the implementation of goals; objectives; policies; procedure and work standards for the library. Establishes work priorities within the library departments.
4. Assists in near-term and long range planning of library services.
5. Prepares statistical and narrative reports of some complexity for the Director.
6. Represents the Library and the City in the community and at meetings. Responds to the public's inquiries for information or concerns. Position requires complex, extensive public contact.
7. Provides leadership and promotes staff development, including assessing training needs. Has input into hiring, evaluating, disciplining, terminating and promoting of staff.

8. Directs operation of library and supervises all staff members in absence of the Library Director.
9. Coordinates monthly work schedules for all full-time and part-time staff. Certifies employee's time sheets.
10. Process and maintains records for library payment requests. Forwards requisitions to Finance Department for fund disbursement.
11. Works at the circulation desk providing general assistance to the public and may provide reference services as needed.
12. Manages collection development portion of budget and makes recommendations for overall budgeting.
13. May be required to do grant research, writing and application as needed.

SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered)

1) Job Preparation:

a) Education:

- i) Requires graduation from a college or university with a Master's in Library Science. Requires three (3) years experience in Library work with exposure to a variety of library functions including library automation, developing technologies, reference services, collection management and budgeting. Requires supervisory skills including: hiring, firing, disciplining, evaluating and staff development.

b) Training:

- i) Specialized skills required include working knowledge of computers and library automation software, advanced cataloging and supervisory/management skills.

2) Supervision:

Received: Work is performed highly independently with the Library Director reviewing work for results obtained and conformance with policies and procedures. Discretionary decision making and independent judgment are regularly exercised.

Exercised: Acts as Library Director in absence of Library Director. Directly supervises regular all full-time and part-time staff with responsibility for hiring, evaluating, disciplining, counseling, training and assigning work. Recommends disciplinary action and monitors its implementation. Supervisory decisions include training, and assigning work and scheduling employees. Requires excellent communication and supervisory skills.

3) Cognitive Functions:

Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the Library, and assigned department areas.

Work cooperatively with, provide staff support to, and implement the policies of the Library Director.

Interpret, apply, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.

Select, motivate, and evaluate the work of staff and train staff in work procedures.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

Conduct complex research projects, evaluate alternatives, make sound recommendations and prepare effective technical staff reports.

Establish and maintain a variety of record-keeping and tracking systems.

Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

Operate modern office equipment including computer equipment and specialized software applications programs.

Comprehend and use English effectively including producing all forms of communication in a clear, concise, and understandable manner to intended audiences.

Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work

4) Working Conditions:

Work is in a Library environment. Position may require attendance at evening meetings.

5) Resource Accountability:

Records maintained include monthly circulation statistics for local, county and statewide reports which are the basis for funding received.

Submits payment requests for Library materials and services to Finance Department for fund disbursement. Budgeting for book purchases and enhancement of collection.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.