

**POSITION DESCRIPTION  
CITY OF ASHLAND, ALABAMA**

**LIBRARY ASSISTANT DIRECTOR**

**CODE:401**

**JOB DEFINITION**

As a key member of the Assistant Library's administrative team, the Assistant Director inspires a high level of service and innovation among the staff. This position reports to and works in partnership with the Library Director to maintain a positive and productive organizational culture, with a focus on the Library's mission, vision, and values.

The Assistant Director oversees several public service and relations and works collaboratively to ensure excellent customer service and effective operations in these areas.

**ESSENTIAL FUNCTIONS**

- Assists the Library Director in planning, organizing, and administering the programs, services, and operations of the Library.
- Oversees the Library's marketing and Innovation Services, Readers Services, Reference Services, and Youth Services Departments and the Information Desk.
- Hires, trains, supervises, coaches, and evaluates the staff responsible for the public services departments and Information Desk staff.
- Works closely with the Library Director to provide leadership and direction in the development of short and long-range library goals.
- Constructively responds to and addresses patron feedback regarding programs and services and resolves issues.
- Collaborates with the Director, Board Members, and Council in resolving public service challenges and ensures library services are accessible and convenient.
- Regularly reviews and analyzes library policies/procedures affecting library services and recommends changes in library policies and procedures.
- Supervises the gathering, analyzing, and reporting of data related to the Library's collections, services, and programs.
- Participates in the annual budget process.
- Oversees staff committees and training and ensures a high level of collaboration, innovation, and response to service trends and community needs.
- Writes copy and maintains the Library's social media channels and electronic communications and ensures that library programs are promoted clearly and consistently.
- Stays abreast of community needs, trends in libraries and digital media, and patron service expectations.

**ESSENTIAL FUNCTIONS (continued)**

- Participates in local, state, and national library meetings and associations and attends relevant continuing education activities and community organization meetings and functions.
- Attends all regular Library Board and Committee meetings, as appropriate.
- May serve as acting Library Director as required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Extensive knowledge of the principles, methods, and materials of library administration.
- Thorough knowledge of reader interest levels, and of books and authors.
- Considerable knowledge of the basic operations and practices of the publishing trade.
- Considerable knowledge of modern principles and practices of management in relations to the operation of a library system.
- Ability to explain the operations and services of the library systems to the public and to conduct effective public relations.
- Ability to express ideas clearly and concisely, orally and in writing.
- Ability to effectively supervise assigned personnel.
- Strong leadership skills with the ability to lead, motivate, and empower staff at all levels.
- Ability to establish and maintain positive and productive working relationships with staff and the public to achieve overall library goals.
- Ability to successfully manage projects, organizational initiatives and efficiently meet deadlines.
- Demonstrates learning agility and the ability to take risks and change course.
- Comfortable setting goals, delegating, and communicating expectations in a productive way.
- Demonstrates a high level of humility, motivation, and emotional intelligence.
- Demonstrates knowledge of trends in library service design, community engagement and collaboration, library programming, and experiential learning.
- Demonstrates excellent written and oral communication skills.
- Demonstrates proficient computer skills with the ability to learn and incorporate emerging technologies into daily work.
- Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an occasional basis.
- Ability to grasp, push, pull objects such as files, file cabinet drawers, and ability to reach overhead.
- Ability to lift up to 25 lbs. on an occasional basis.
- Stays up to date on local events and community resources.

**SUPERVISORY REQUIREMENTS**

- Supervises programs and Circulation Desk Staff
- Reports directly to the Library Director
- Acts as Person-in-Charge in the absence of the Library Director

**QUALIFICATIONS**

- Any combination of experience and training equivalent to considerable progressively responsible experience in professional library work including experience in supervising professional library personnel.
- Course work in Library Science is desired.
- Graduation from a senior high school or equivalent.