

JOB TITLE: ASSISTANT DIRECTOR FOR PUBLIC SERVICES

CLASSIFICATION: Administrative

NATURE OF WORK: As a member of the administrative staff, performs advanced level professional library work and has responsible charge of the operation of the Headquarters library.

EXAMPLES OF WORK PERFORMED: Assigns and supervises the work of Camdenton Library Assistant, Library Aide, and Page positions; prepares work schedules and instructs subordinates in work and supervisory methods; supervises and assists with reference work of library assistants; reviews book collections to determine the need for new materials or for the repair or discard of existing materials; reviews book information sources for material to improve the book collection; participates in selecting books (new or donated) for the collection; recommends policies for the library system; assists in development and implementation of library programs; attends staff meetings. Assists in developing plans for improvement of library services and library buildings; acts as representative of the Director at meetings and conferences; keeps abreast of current trends in library services; assists in preparing publicity releases and book lists; participates in community and group activities to encourage the use of library resources; confers with the Director in matters of policy; helps the Director keep abreast of developments, problems and points of view of staff and trends affecting morale and public opinion; initiates and suggests ideas that will help in any aspect of library operation; acts as a liaison between staff and Director when staff or Director feels such service is necessary; is in charge of library operations in the absence of the Director.

SUPERVISION: Assistant Director works largely without direct supervision. Supervision, when needed, comes from the Director and takes the form of an occasional review of his/her works for accuracy and output.

EDUCATION AND EXPERIENCE: MLS degree from an ALA-accredited college is required, supplemented by experience in professional library work, including some supervisory experience. A person with a fifth year in library science and sufficient professional experience may be considered for this position.

DESIRED SKILLS AND KNOWLEDGE: Thorough knowledge of professional library techniques, systems, and procedures, with general knowledge of all the areas such as book selection, cataloging, reference work, and library administration. The ability to speak and write effectively and to deal pleasantly and effectively with staff and the general public are also necessary.

MOBILITY AND PHYSICAL REQUIREMENTS: Must be able to bend, reach and lift 30 lbs. Must have a valid driver's license and be able to attend outside meetings. Must be able to occasionally travel overnight for conferences. Must be able to see and work with documents of various types.

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as required to meet the ongoing needs of the organization.