

# Loutit District Library

## Job Description

**Job Title:** Assistant Director

**Reports to:** Executive Director

**Job Summary:**

*The position of Assistant Director is a professional position. Under the supervision of the Executive Director, this position is responsible for the day-to-day operations of library services, policies and procedures, emergency preparedness, and assigned personnel. Additionally, this position utilizes data and user experience practices to maximize the patron experience. This position substitutes for the Executive Director as needed.*

**Primary Responsibilities:**

Administrative

- Directs the library's operations and procedures governing front-line library services and the library facility. Ensures the level of patron service, public goodwill, and patron satisfaction meet the library's goals and objectives.
- Hires, supervises, evaluates, promotes, disciplines, and terminates assigned staff in conjunction with the Executive Director. Upholds expectations for assigned staff's performance and encourages staff professional growth by supporting participation in professional associations, workshops, seminars, and activities.
- With Executive Director, oversees and establishes equitable procedures related to personnel functions including: recruiting, interviewing, hiring process, onboarding, training, job description changes/updates, performance feedback, employee satisfaction, and promoting continuous growth for staff. With Executive Director, recommends salary ranges, job offers, and compensation adjustments for equity, inclusivity, compression, and other issues.
- Supports the Executive Director in providing direction and leadership for strategic plan initiatives. Partners with the Executive Director to successfully achieve the objectives of the library's strategic plan.
- Evaluates, formulates, and implements Library policies and procedures with Executive Director/Board approval. Oversees policies and procedures for department manuals and handbooks.
- Oversees server content and organization of processes for library.

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- Where needed, supports the Executive Director in maintaining effective working relationships with other governmental agencies and officials, community leaders and groups, other library leaders, and the general public. Attends community meetings and events.
- Where needed, may represent the library on committees, LDL board committees, and community organizations. Represents the library at the Lakeland Library Cooperative Meetings and on appropriate committees as needed.
- Supervises subordinate assigned Team Leads, assigns special projects, evaluates performance, provides direction in the development of departmental vision, goals, objectives and services. Establishes project teams and distributes the project workload by assigning accountabilities.
- With Executive Director, facilitates workplace culture initiatives through the facilitation of in-service professional development, implementation of strategies for continued employee growth, and mentorship of employees for optimal performance.

#### Operations and Library Services

- Oversees the day-to-day operations of Circulation, Technical Services, Youth Services, Reference and Information, and Building Services, with regards to front-line library service. With Executive Director, works with Team Leads to evaluate and determine best practices for library and departmental operations. Works collaboratively to ensure assigned department budgets are spent appropriately and advocates for additional resources as needed.
- Evaluates, manages, and analyzes new projects and their potential to result in innovative opportunities for the library. Identifies ways to enhance efficiency and productivity of procedures of current work processes.
- Directs library-wide emergency preparedness and response procedures, including training opportunities to all staff.
- Responds to escalated complaints from patrons or delegates to appropriate staff.
- With Executive Director and Team Leads, oversees library-wide collection development including: collection development philosophy, policies, collection maintenance, selection, and acquisition of all library materials.
- With Executive Director, directs the implementation of new technologies and innovations to expand and enhance library service to the community in coordination with appropriate staff members.

- Oversees the gathering and compiling of data/statistics related to library services. Interprets findings and utilizes data to seek opportunities for improvement in current work processes and services. Applies user experience practices by evaluating and initiating strategies to improve the customer experience.

**Secondary Responsibilities:**

- Reads library journals/publications for professional development.
- Actively participates in leadership development initiatives. Participates in continuing education opportunities.
- Participates in staff meetings and trainings.
- Attends local, regional, and state workshops and conferences.
- Performs other duties as assigned.

**Knowledge, Skills, and Abilities:**

- Knowledge of the methods, policies, practices, principles, and procedures of professional public library work. Knowledge of the principles and practices of general administration, supervision, project management, human resources, customer service, team building, and library services.
- Demonstrates and maintains a current understanding of and ability to interpret and apply local library and cooperative policies, including state and federal laws as they apply to library services.
- Knowledge of user experience (UX) library practices and current trends.
- Knowledge of library software and other automated library circulation systems.
- Proficiency with Microsoft Office, Google Suite, digital services and devices.
- Organizational ability to set goals, meet deadlines, and work independently with a high attention to detail.
- Ability to express ideas clearly and effectively to individuals and groups through verbal, written, and visual communication.

**Requirements:**

- Master's Degree in Library and Information Science from an ALA accredited college or university.

- Level 1 certification as required by Michigan State Aid Rules and compliance with all training and other requirements applicable to a Class 5 library under Michigan State Aid Rules, or ability to obtain in a timely manner.
- Five or more years of professional public library experience with increasing responsibility. Demonstrated experience with supervising others.
- Strong leadership skills necessary to plan and administer the services which meet the goals contributing to the overall success of the library. Demonstrates ability to lead collaboratively and ability to delegate responsibility appropriately.
- Interpersonal and communication skills necessary to work productively with a variety of individuals and establish effective working relationships with the public, local government officials, library personnel, community group leaders, and members of the Board.
- Visual acuity necessary to view, enter, and access information on a computer screen and written materials with or without accommodation.
- Flexible schedule including evenings and weekends.

**Working Conditions:**

- Climate-controlled building. May work off campus in a variety of environments.
- Ability to travel between work locations and related places of business as needed.
- Fast-paced library setting with distractions.
- Ability to work harmoniously with other library employees and patrons.
- Work hours may be varied, including evenings and weekend hours.
- Supports an equitable, safe, diverse, and inclusive workplace.

**Reporting Relationship:**

Reports to the Executive Director. In absence of that person, reports to the Library Board of Trustees.

*The above is intended to describe the primary responsibilities, the secondary responsibilities, and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.*

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