**ASSISTANT LIBRARY DIRECTOR**

**Fulltime: 37.5hrs/week**

**Summary**

This position reports to the Library Director and serves as the person in charge in the Director’s absence. The Assistant Director is an integral part of the administrative team which leads the Library by developing plans and determining the direction, goals and policies of the organization.

**Supervision Received**

Work is performed under the supervision of the Library Director

**Supervision Exercised**

This person directly manages the Librarians, Library Technical Assistants, Circulation Clerks, Circulation Pages, Shelving Pages and volunteers.

**Responsibilities, Essential Duties and Functions**

1. Assists the Library Director in directing, planning, coordinating, organizing, staffing, budgeting and evaluating the entire library to meet the immediate and long-range goals of the library and its community.

2. Serves as the staff member in charge in the absence of the Library Director.

3. Provides system administration for the library’s automated library system, consulting with the Suburban Library Cooperative as needed for system improvements.  
  
4. Responsible for management of Librarians, Library Technical Assistants, Clerks, Pages and volunteers (quality control of public service, scheduling, performance reviews, maintenance coordination, budget compliance, emergency preparedness and supervision.)

5. Responsible for report writing for all staff meetings, Library Advisory Council meetings and other committee meetings as assigned.

6. Oversees electronic resource subscriptions.

7. Oversees the statewide interlibrary loan system (MelCat).

8. Oversees acquisition of periodical subscriptions and collection development and cataloging of adult materials.

9. Investigates new trends and recommends new techniques, services, materials, staffing patterns and technology to improve the operation of the library.

10. Attends professional meetings and maintains active membership in local, state and national associations.

11. Prepares for emergencies and helps maintain a safe work environment.

12. Provides reference service, readers’ advisory and related instruction to the public.

13. Supervises the training of employees

14. Prepares press releases, articles and other related promotional materials

15. Performs related work as required

**Qualifications, Knowledge, Skills and Abilities for Employment**

All of the following qualifications, knowledge and skills are required. An employee in this class, upon appointment, must have the equivalent of the following:

Master’s Degree in Library Science for an ALA-accredited library school

Five years of professional experience as a public librarian

Three years of supervisory experience in a public library

Demonstrated leadership skills: ability to make administrative decisions, interpret policies and supervise staff

Thorough knowledge of the principles, methods and practices of professional library administration

Thorough knowledge of the philosophy, resources and techniques of public library services

Thorough knowledge of classic and modern literature and the interests of the community

Considerable knowledge of the laws and regulations governing the operation of municipal libraries in the State of Michigan

Desire to meet the public and serve patrons of all ages

Ability to establish and maintain effective working relationships at all levels

Knowledge of library automation systems

Knowledge of website structure, desirable content and commercially available licensed databases

Ability to lift, bend, stoop, reach

Must have a Library of Michigan Permanent Professional Librarian’s Certificate

Must have a valid Michigan Driver License