Van Buren District Library

# Job Description

# Assistant Director

**Nature of Work:**

The Assistant Director supports the Library Director in the administration of the library, and oversees accounting and human resources. This is a management position and as such requires considerable diplomacy and tact when dealing with the staff and public. This position will include direct supervision of staff at the discretion of the director.

## Responsibilities: (These examples do not include all of the tasks which may be expected.)

1. Acts as person in charge in the absence of the Director
2. Is the last line of supervisory contact before issues are passed to the Director
3. Serves as chief financial officer of the library system at the discretion of the Director
4. Responsible for library system human resources including:
   1. Staff benefits and administrative duties
   2. Scheduling for Webster Memorial branch
   3. Assists branch managers with local administrative duties
5. Coordinates adult fiction collection development
6. Assists at circulation desk
7. Other tasks as requested by the Director

**Desired Qualifications:**

1. MLS, B.A. with major or minor in a business-related major preferred.
2. Desire to meet and serve the public in a welcoming and professional manner
3. Skill in accounting and familiarity with commonly used accounting packages such as QuickBooks, Peachtree, etc.
4. Willingness to work some evening and weekend hours.
5. Ability to establish and maintain effective relationships with associates, supervisors, and the public.
6. Ability to read fine print with or without corrective lenses, to lift up to 30 pounds, bend, twist, crouch, kneel and refile library material up to 90 inches in height

**Hours and Compensation:**

Level: XX 30-40 hours per week

Benefits dependent on hours assigned per week