JOB DESCRIPTION

**Title:** ASSISTANT DIRECTOR

**Reports to:** Library Director

**Status:** Full-time Exempt

**Nature of Work**

Under the direction of the Library Director, assists with planning and directing library services and branch operations. Supervises Branch Managers, Bookmobile Coordinator, Staff Development Specialist, and Community Engagement Coordinator. Reviews and administers policies and procedures for all Jackson District Library (JDL) public services to ensure efficiency and high quality customer service. Serves as a member of the library’s senior administrative team and assists director in preparing and maintaining the library’s budget. Serves as liaison with numerous local agencies and the general public to share information, maintain positive public relations and promote library services. Assumes charge of the library system in the absence of the Library Director.

**Examples of Work**

* Plans and directs all the services and programs involved in district-wide services, branch operations, and programming.
* Schedules workloads, reviews performance, recruits and disciplines when appropriate.
* Develops, implements and monitors budgets for assigned areas.
* Makes recommendations for service enhancements throughout the district.
* Collaborates with members of the Admin Team and other internal and external stakeholders to accomplish goals and objectives.
* Responsible for various special projects assigned by the Library Director.
* Performs a variety of management activities in the absence of the Library Director or another administrator, as assigned.
* Attends various seminars, conferences and workshops and stays current on the latest trends in public library services.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

**Desired Characteristics**

* Demonstrated management and leadership skills
* Excellent computer skills and strong knowledge of technology applications in libraries
* Good financial acumen and experience with labor relations in a union setting (preferred)
* Highly attuned to current trends and future needs of the library
* Innovator and creative problem solver
* Focused on consensus/team building
* Embraces challenges as opportunities for improvement and positive change
* Passion for working with and serving people

**Employment Qualifications**

Education: Possession of a Master’s degree or its equivalent in Library Science from an ALA accredited institution.

Experience: A minimum of five to eight years of progressively more responsible public library experience involving branch library services and programs, organizational development and supervision

Requirements: Necessary possession of a Permanent Professional Librarian’s Certificate granted by the Library of Michigan

Ability to travel

**Physical Requirements**

Ability to stand, sit, bend, twist, stoop, reach and grasp, walk, push, pull or lift materials or equipment weighing 15 pounds or more, drive a motor vehicle and manually manipulate computer keyboard, mouse and scanner etc.

**Additional Requirements**

Ability to travel to branches and other remote sites, travel to workshops and seminars,

read and write, type and operate advanced computer software, perform mathematical functions, communicate effectively, work a determined schedule, take and follow direction, work well with co-workers, patrons and management, organize work successfully, maintain confidentiality, give attention to detail, maintain a positive customer service attitude, (internal and external), meet deadlines, work independently without supervision, and perform multiple tasks simultaneously.

The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job should be considered