

Position Description

City of Hastings

Hastings Public Library

Assistant Director

Summary

The Assistant Library Director (AD) partners with the Library Director to oversee library operations, supervise staff, lead initiatives, and implement the Library's Strategic Plan. The AD acts as the Library Director in the Director's absence. Along with the Library Director, the AD partners closely with the Youth Librarian, Marketing Coordinator, Programming Coordinator, and Circulation Supervisor on day-to-day library operations.

The Assistant Director is an "at will" employee.

40 hours per week.

\$20.00 - \$21.85 per hour

This position receives paid vacation, sick time, & personal hours, and is eligible for health benefits. An Employee Assistance Plan is also available.

Supervision Received

This position reports to the Library Director.

Supervision Exercised

The AD directly supervises the Circulation Supervisor (who supervises the Library Assistants), Processing Supervisor, and Processing Assistant.

Responsibilities and Essential Duties

An employee in this position may be called upon to do any or all of the following essential duties, plus other duties as assigned.

- Lead the collection management process for adult categories and Library of Things, including purchase of new materials and weeding of unneeded materials.
- Oversee the processing of all materials to make them available for use.
- Oversee the staff evaluation process (Employee Insight Sessions).
- Oversee the weekly cash register reconciliation process.
- Manage library statistics tracking.
- Manage asset tracking.
- Manage the Volunteer Program.

- Lead execution of the annual Holiday Market arts & crafts event.
- Assist with researching, writing, and managing grants.
- Partner with the Director on donor tracking, communication and program management.
- Assist the Director with policy creation and management.
- Attend monthly Library Board of Trustee meetings and occasional Board Committee meetings.
- Backup the Circulation Supervisor in managing the staff scheduling process.
- Backup the Director in managing the Library's timeclock/payroll system.
- Supervise employees and lead the library in the absence of the Director.
- Assist the Director with Request for Pricing (RFP) / Request for Quote (RFQ) development as projects arise.
- Assist with the Homebound Delivery Program.
- Assist with planning and coordinating library programming as needed.
- Assist with library website management.
- Represent the Library to community organizations and on Lakeland Library Cooperative committees as needed.
- Maintain and update current skills by attending conferences, trainings, and webinars as appropriate.
- Be available for occasional evenings and desk shifts, including at least one required Saturday shift.
- Provide excellent customer service.
- Adhere to library privacy law.
- Perform related work as required.

Essential functions, qualifications, knowledge, skills and abilities for employment

An employee in this role should have the equivalent of the following:

- Knowledge of the principles, methods and practices of professional library administration and management.
- Ability to train and supervise the work of others.
- Ability to work effectively with the general public and other employees.
- Proficiency with standard business applications and software including email, web browsers, web applications, and Microsoft Word, Excel and PowerPoint.
- Ability to see and hear well.
- Ability to lift up to 40 pounds and push book trucks weighing up to 100 pounds.

Required Skills, Education and Training

- Bachelor's degree, or active course work towards one, preferably with classes in library science and/or management.
 - Significant library experience may be considered in lieu of a degree.
 - An MLIS, or active course work towards an MLIS, is preferred.

- Minimum of one year working in a library; public library experienced is preferred.
- Minimum of one year leading others in a library environment.
- Experience with an integrated library system (ILS), preferably Sierra. Polaris experience is a plus.
- Experience with collection development is a plus.
- Strong speaking, writing and editing skills.
- Strong organizational and interpersonal skills.
- Attention to detail.

Working Conditions

- Majority of work is performed in a library environment and the surrounding Hastings community.
- Requires some evenings and weekends.
- Requires periodic participation and attendance at events and training.

The position description is not intended to be a complete list of all responsibilities, skills or working conditions associated with position and is subject to review and change at any time in accordance with the needs of Hastings Public Library. Reasonable accommodations may be made to enable someone with a qualifying disability to perform the essential functions of the position.