### Dolores Public Library District Job Description

<table>
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<th>Position Title:</th>
<th>Assistant Director</th>
<th>Reports To:</th>
<th>Director</th>
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<td>Date:</td>
<td>December 1, 2012</td>
<td>Wage Category:</td>
<td>Exempt</td>
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#### General Position Description
The assistant director coordinates and supervises day-to-day operations including circulation, technology and information services, collection management, personnel, facilities, and other administrative duties, working closely with, and under the guidance of, the Director. The assistant director must be knowledgeable in current library science and technology and possess, or have the ability to develop, strong administrative and marketing skills.

This is a full-time position and an Exempt Management position as outlined by the U.S. Department of Labor, Fair Labor Standards Act (FLSA), Regulations 29 CFR Part 541. Benefits are available. Scheduled regular duty requires a minimum of forty hours per week; more hours will be required at times. Excellent customer service skills required.

#### Essential Functions

**Marketing**
- Develops, directs, and implements all marketing services, upon Director approval.
- Plans, implements, and updates web site and social media management, upon Director approval.
- Assists as a community liaison to promote library services and programs through tours, demonstrations, presentations, and displays. Represents the Library at community or professional meetings, as needed.
- Surveys community for relevancy of Library goals and plans to attract users for services and programs.
- Joins appropriate regional, state, or national library organizations.

**Administration**
- Coordinates and supervises day-to-day operations and functions of the Library, according to established policies and procedures.
- Assists with the development and enforcement of library policies and procedures.
- Assists with the budget preparation in collaboration with staff and Director.
- Assists the Director with recordkeeping and the preparation and submission of all required reports and grants.
- Keeps current with library trends, issues, and technology as well as political, economic, and demographic issues that may affect library services and programs.
- Assists the Director with Board support services and meeting preparation.
- Contributes to strategic plan and short- and long-term goals.
- Advocates for improved funding of the Library and all libraries.
- Acts as Director in the Director’s absence, following established policies and procedures.
- Performs other duties as assigned.

**Personnel**
- Prepares work schedules and supervises all part-time employees and volunteers. Reviews and approves payroll.
- Performs job evaluations for all part-time employees. Provides recognition and constructive criticism for the achievement of work expectations and goals.
- Develops and manages staff training. Encourages professional staff development.
- Works with staff to develop and keep job descriptions and operating policies and procedures current, relevant, and in compliance.
- Presides over staff meetings.

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### Essential Functions (Cont.)

**Programs**
- Coordinates library activities, programs, displays, exhibits, and services based on community needs and interests.
- Assists with measuring and evaluating library services and programs.

**Circulation**
- Ensures that staff provides an exceptional level of customer service.
- Maintains confidentiality in all patron and staff interactions.
- Deals with disruptive or problem patrons and enforces library policies as needed.
- Provides technical support or instruction to patrons and staff on all library equipment and devices.
- Troubleshoots technical problems either on own or in conjunction with internal or external IT.

**Collection/Development**
- Evaluates, recommends, and assists with the acquisition, processing, cataloging, and filing of all library materials and resources in collaboration with staff, as determined by patron needs and interests.
- Assists Director with the development, implementation, and compliance of collection procedures.

**Facilities**
- Oversees the opening and closing of the Library and facilities maintenance practices and procedures for space and equipment according to established procedures.
- Maintains an environment that is a source of community pride and provides a secure environment for patrons, staff, and library materials.

### Knowledge, Skills, and Abilities

#### Knowledge
- Working knowledge of professional library principles, practices, functions, methods, and administration.
- Working knowledge of reader interest levels, book, authors, and reference sources.
- Working knowledge of automated library circulation systems and online databases.
- Working knowledge of print, non-print, digital, and online information sources available from a wide variety of sources, including publishers, the Internet, and library and vendor-based systems.
- Basic knowledge of office, personnel, and accounting/bookkeeping practices and procedures.
- Knowledge and support of the principles of intellectual freedom.
- Continuing knowledge through on-going professional development.

#### Skills
- Strong computer and technical skills.
- Excellent communications and organizational skills.
Knowledge, Skills, and Abilities (Cont.)

Abilities

- Ability to establish efficient, realistic plans that clearly convey the mission and philosophy of the Library, set priorities, and communicate, share, evaluate, and measure information and plans.
- Ability to develop or demonstrate the necessary supervisory, decision-making, leadership, team-building, strategic, conflict resolution, and marketing skills.
- Ability to set priorities and coordinate multiple projects.
- Ability to successfully maintain performance of assigned duties and responsibilities to achieve the desired outcome.
- Ability to communicate effectively verbally, in writing, and by listening.
- Ability to interact in a positive, effective manner with coworkers, Director, and general public.
- Ability to perform with a minimum of supervision, to work collaboratively in a team environment, and to demonstrate professional standards, good judgment, dependability, and timeliness in work environments.
- Ability to adapt to multiple demands and changing priorities, to learn, and be willing to embrace change. Remains flexible.
- Ability to present ideas and to provide instruction. Comfortable with teaching and use of various forms of technology.

Job Qualifications

Three (3) years public library administrative experience preferred. Must have excellent customer service skills. Experience with marketing and/or personnel management desired.

Education or Formal Training

Bachelor’s Degree required. Master’s Degree in Library Science preferred. Any equivalent combination of education and experience.

Supervisory Duties

Will supervise all part-time staff and volunteers. The Director has the final authority for all personnel decisions.

Environment

Work is performed in a normal public library environment, working with staff and the general public. Our purpose is to provide an environment that encourages reading and learning by all groups.

Physical Activities

To successfully perform this job, the employee must be able to perceive sounds at normal speaking levels with or without correction and have the ability to give and receive detailed information through oral communication. The employee is often required to sit and use a keyboard and mouse. The employee is also required to stand, walk, reach with arms and hands, bend or stretch, climb or balance, and to stoop or kneel in order to locate and obtain information, materials, or equipment of a wide variety of sizes and shapes throughout the library, up to 50 pounds. Must be able to grasp and turn objects. Work includes some physically challenging work such as moving furniture or boxes to storage facilities. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Compliance/Other

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This job description does not constitute an employment agreement between DPL and the employee and is subject to change as the needs of DPL, and the requirements of the position, change.

As an Equal Opportunity Employer, the Dolores Public Library District does not discriminate on the basis of race, color, religion, gender, national origin, disability, pregnancy, sexual orientation, political party, genetic information, military status, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors. For more information, please contact the Library Director.

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