

## ASSISTANT LIBRARY DIRECTOR

### NATURE OF WORK

This is responsible professional and administrative work assisting the Director of Libraries in the overall management, coordination, and direction of the total library system.

Work involves assisting the Director of Libraries in the administration of the library system including the development and implementation of departmental operating policies and procedures as well as library services and programs provided to the general public. Considerable independent judgment and personal initiative is exercised in managing the internal operations of the library system within the framework of departmental policies. Supervision is exercised over managerial, professional, paraprofessional, clerical and semi-skilled employees. Work is performed under the general supervision of the Director of Libraries with work being reviewed through conferences, reports and appraisal of overall effectiveness of services provided.

### EXAMPLES OF WORK PERFORMED

Acts for the Director of Libraries in all phases of library management and administration in his/her absence.

Supervises the activities and programs provided by library coordinators; supervises the delivery of library services and specialized music services to the general public; and informs library personnel of departmental operating policies and procedures.

Supervises staff; evaluates performance; interviews and selects job applicants.

Supervises all aspects of the personnel function and works with Personnel Department regarding interpretation of personnel policies; oversees library volunteer program.

Assists in the development and administration of the departmental budget; assists in the presentation of budget proposals to the Library Board, County Board of Commissioners and the City Council.

Assists in the development and implementation of innovative library services and programs; oversees security services of the library.

Assists in long term planning including development of the mission and goals of library service to the public.

Cooperates with City and County departments, community organizations, public schools and other agencies to promote and provide library service to the community.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of the managerial principles of administration and organization of libraries, including operation of a complex multi-branch library system.

Extensive knowledge of professional library principles, practices, and techniques as they pertain to the delivery of public library services.

Extensive knowledge of community needs and reader interests as they pertain to current and future library service requirements.

Thorough knowledge of the role of a public library as an educational and information agency.

Thorough knowledge of planning processes and techniques.

Considerable knowledge of personnel functions.

Considerable knowledge of word processing, data management, and e-mail.

Knowledge of Internet or similar technology.

Knowledge of emerging technology and trends for planning purposes.

Ability to plan, organize, supervise, assign and evaluate the work of library coordinators and other employees.

Ability to develop and carry out library policies under the direction of the Director of Libraries.

Ability to plan, guide and participate in work teams.

Ability to make constructive recommendations for improvements in library services.

Ability to communicate effectively orally, electronically and in writing.

Ability to establish and maintain effective working relationships with government officials, subordinates, and the general public.

Ability to make effective presentations to staff, community groups and the Library Board.

Ability to achieve goals and objectives in a timely manner in a rapidly changing organization and environment.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university supplemented by a master's degree in an ALA accredited library science/information program plus thorough experience working in a professional library position, considerable managerial/supervisory experience, experience in personnel and planning, and some experience with computers.

Eligible for Nebraska Public Librarian Certification — Level V.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university supplemented by a master's degree in an ALA accredited library science program plus considerable professional library experience, considerable supervisory experience, managerial experience, and some experience in personnel and planning, and some experience with computers or any equivalent combination of training and experience which provides the desirable knowledges, abilities or skills.

Approved by: \_\_\_\_\_  
Department Head

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Personnel Director

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