

SANDUSKY LIBRARY

POSITION DESCRIPTION

TITLE: ASSISTANT DIRECTOR
(FLSA: Exempt)

REPORTS TO: Library Director

Minimum Qualifications:

Master's Degree in Library Science from an ALA accredited school.
Appropriate library and administrative experience.

Required Knowledge, Skills, and Abilities:

Ability to communicate effectively.
Ability to supervise and direct service area staff.
Knowledge of the principles and practices of library work.
Ability to lead and direct staff within the library system.
Knowledge of current management practices.
Ability to meet the public and maintain their confidence.
Ability to work independently and with co-workers in a wide variety of situations with minimal supervision.
Ability to understand Library policies, rules and regulations, and clearly and pleasantly explain those policies to patrons and co-workers.

Principal Duties and Responsibilities:

Encourages and promotes the philosophy of service as set forth in the Library policies.
Promotes the Sandusky Library system in a positive light at all times to the community.
Meets and handles the public with empathy and optimism to solve complex problems.
Provides administrative and professional assistance to the Executive Director in the direction and supervision of the library system.
Acts in the absence of the Executive Director.
Coordinates the implementation of policies and procedures for the library system.
Assists Executive Director in selecting, training, and evaluating Library employees.
Assists Executive Director in coordinating staffing and services at Follett House Museum and Kelleys Island Branch.
May serve as the liaison to the Lange Trust or other Board Committees on behalf of the Executive Director.
Oversees the public service areas of the Library system.
Recommends and coordinates public service guidelines for the Library system.
Coordinates development of the Library's circulating collections, overseeing selection, acquisitions and weeding of materials.
Develops, oversees and coordinates planning and implementation of programs for adults.
Oversees public use of library program rooms.
Oversees and coordinates grant applications and administers the application process to obtain funding from federal, state, and local government grants, foundations, and other sources for the Library and Museum.
Oversees and coordinates staff schedules across service areas to meet the Library's overall needs.
Oversees and coordinates staff training and development throughout the Library system.
Keeps informed of developments and participates in activities of professional and community organizations.
Coordinates Library's book discussion program.

Performs others duties as required.

For compliance with ADA: Any individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position.