

General Description

The Assistant Director is responsible for administrative work involving a broad range of public library functions and acts as Director in the Director's absence. The Library Assistant Director Job Description will serve as the basis of evaluation for annual performance evaluations.

A valuable employee in our Library would be one who genuinely likes to help people and be a willing worker who will take the initiative in making this Library a pleasant experience for each patron. A positive attitude and teamwork are necessary to achieve these goals.

Hours

This position shall be a part-time hourly position and is scheduled for 30 hours per week with the potential for more. Some evenings and weekends required. Schedules are completed on a monthly basis.

Compensation

Starting wage will be \$13.00 per hour, negotiable with experience. Benefits include Personal Time Off (PTO) to be as designated in the Personnel Policy.

Supervision

The Assistant Director reports directly to the Library Director.

Essential Duties

- Serves as first line manager for circulation, reader's advisory, interlibrary loan, reference requests, and technical requests of patrons
- Assists in planning, implementation, facilitation, and evaluation of library services and programming including the creation of newsletters, marketing/media, and signage
- Maintains revenue and expenditure spreadsheets to stay within budget parameters
- Creates and orders all needed supply lists from various vendors
- Assists in the preparation of weekly and monthly cash deposits and memos, including a monthly credit card transaction register
- Compiles and orders collection material on a monthly basis and within budget parameters
- Compiles monthly statistics for Director's report for monthly board packet
- Organizes vendors for building maintenance and repairs
- Coordinates MeLCat transit and billing issues
- Assists in grant writing and dissemination of received funds
- Posts approved board minutes in lobby and emails them to the township clerks

- May represent the Library at community engagements or events in consultation with Library Director
- In Director's absence, supervises all staff, interprets policies, and serves as spokesperson when communicating library policies and procedures to patrons and staff
- Assists with a wide range of administrative tasks per Director's request
- Other duties as assigned by the Library Director

The above statements are intended to describe the general nature and level of work being performed by a person in this position. The statements should not be interpreted as all duties that may be performed.

Required Qualifications

- High School Diploma or its equivalent required. Some college or Bachelor's Degree preferred.
- Proficiency in Microsoft Suite, Google Suite, social media, and graphic design.
- Proficiency in operating and troubleshooting office equipment.
- A candidate must possess a Library of Michigan Level 4 certification or obtain certification within the first year of employment (See State Aid to Public Libraries Application Process Michigan Department of Education, Library of Michigan Issued October 1, 2011).
- Experience working with the public/customers service; experience in a public library preferred.
- Valid Michigan Driver's License.

Working Conditions

- Generally, will work within a normal office environment
- May require some travel for meetings and conferences
- Work hours are varied, and require some evening and weekend hours
- Occasional sitting/standing/stooping in one position for extended periods of time
- Ability to lift and carry twenty pounds and occasionally, fifty pounds

I have read this job description as presented by my supervisor and am able to meet the requirements expressed therein.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____