

WASHINGTON COUNTY

Job Description

JOB TITLE: Assistant Library Director

Exempt (Y/N) Yes

DEPARTMENT: Washington County Library System

DATE PREPARED: August 2011

SUPERVISOR: Library Director

SUMMARY:

With the Library Director, manages all aspects of the headquarters of the Washington County Library System and its two branch libraries. Provides consulting and training services of an above-average level of complexity to six member libraries on a wide range of topics. Manages technology and purchasing projects utilizing a range of hardware and software. Directly manages four staff members and assists with planning and directing the work of four others.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. With Library Director, manages the 1.8 million dollar budget of the Washington County Library System. Plans for projects, prepares budget documentation, and meets with library board members to ensure the effective use of resources. Continually monitors the budget to identify cost savings and to ensure fiscal responsibility. Specific related tasks may include maintaining accurate records, purchasing projects, filing affidavits, preparing payroll information, grant writing, and developing planning documentation.
2. With Library Director, manages multiple library processes including cataloging, interlibrary loan, and courier functions. Staff member must have significant knowledge of library automation software including Innovative's Millennium and OCLC.
3. Provides consulting and training services to six member libraries. Lead meetings and develop planning teams to identify ways to improve library services throughout Washington County. Identify system training and planning needs and creates complex documentation in support of this.
4. Directly manage four staff members and work with the Library Director to ensure proper management of other headquarters staff and the branch libraries. Hire, train, evaluate and schedule these staff members.
5. With Library Director, manage a wide range of technology projects, including development of the library's online catalog, making improvements to our internal network, improving the WCLS web site, making database purchases and recommendations, and identifying methods of using technology to improve WCLS workflow. Also, work with member libraries to implement technology projects. Recent examples of this have included RFID conversion, the installation of software to automate the computer sign-in process, and developing step-by-step documentation for managing and tracking standing order purchases in our automated system.

6. With Library Director, manages the facility and vehicles of the Washington County Library System. Identifies facility issues and works with staff and Washington County representatives to make improvements and identify cost savings.
7. Directly purchases a variety of music, books, and film for the branch libraries. Works with their city officials to identify and implement facility improvements. With Library Director, manages public service activities at the branches.
8. Performs other duties as assigned, including compiling statistics, attending board and professional meetings, answering direct queries to patrons, writing reports, etc.

SUPERVISORY RESPONSIBILITIES:

Directly supervises four staff members and supervises all staff in the absence of the Library Director. Carries out supervisory responsibilities in accordance with the county's policies and applicable laws. Interviews, hires, and trains employees; plans, assigns, and directs work, writes performance appraisals, addresses complaints and resolves problems. Supervises five additional employees in the absence of the Library Director.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

ALA Accredited Master of Library Science degree is required. Minimum of five years library experience is required. Must have excellent interpersonal skills. In depth knowledge of Innovative Interfaces Millennium library automation software required.

OTHER SKILLS AND ABILITIES:

The incumbent should possess significant computer skills, including a broad background in implementing technology in libraries. They should also have strong written and verbal communication skills as well as research skills. Excellent organizational skills and the ability to set priorities and establish and maintain effective working relationships with personnel and the general public are required. The incumbent should also possess significant computer skills – including a broad background in implementing technology in libraries.

PHYSICAL DEMANDS:

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. While performing the duties of this job, the employee is regularly required to sit, reach with hands and arms, use hands to handle or feel objects/controls and talk or hear. The employee is occasionally required to walk. Must also stoop, kneel, crouch, crawl, climb or balance. The employee may need to climb ladders and lift or move up to 40 pounds. Specific vision abilities required by this position includes close, distance and color vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the typical work environment is moderate. The incumbents work near moving mechanical parts, in outdoor weather conditions and are at risk of electrical shock.