

Newton Public Library: Assistant Director

Summary/Objective

Under the general supervision and direction of the Library Director, performs professional and administrative duties in planning, implementing, directing and evaluating library services. The Assistant Director manages the daily operations of the library and directly supervises all staff. Must be able to work independently and decisively to ensure the library provides excellent service to the community. Must demonstrate a commitment to principles of intellectual freedom and information access for all.

Reports to: Executive Director

Hours: Hourly – non-exempt for purposes of Fair Labor Standards Act. Must work some evening and weekend shifts. 40-hour work week.

Pay: Starting wage is expected to be \$25.00/hour. Position range is \$25.00-34.00/hour. Includes individual health and dental insurance paid in full, KPERS retirement benefits, paid holidays, and paid vacation/sick leave.

Essential Job Functions

- Responsible for direct supervision of all staff, daily library operations, and patron support in line with library mission, goals, and objectives.
- Monitors and evaluates service delivery methods and procedures; identifies and implements changes necessary to improve operational efficiency; suggest policy revisions to the Executive Director
- Oversees library volunteers, including recruitment, orientation, and ongoing supervision
- Acts on the Director's behalf in the absence of the Library Director
- Manages scheduling, reservations, and procedures for library meeting & study rooms, and may set up and take down meeting room furnishings as needed
- Oversees coordination of library programming between departments to ensure cohesion
- Prepares work schedules, manages time off requests and coordinates in-service training for staff
- Facilitates regularly scheduled staff training days and/or staff meetings
- Acts as the purchasing agent for supplies and materials
- Participates in the screening of applicants for vacancies and new staff orientation
- Works with Executive Director to develop yearly goals for staff members and provide evaluation of those goals on a regular basis
- Recommends disciplinary actions as needed for patrons and staff
- Represents Newton Public Library at meetings and outreach events throughout the community as directed
- Contributes to implementation of library strategic plan, goals and vision
- Coordinates the maintenance and physical appearance of the property
- Assists in service areas and provides customer service to patrons in the library, assisting with access to library materials, online resources, basic technology assistance, registration of patrons, and other similar tasks
- Handles and records weekly deposit
- Participates in professional organizations, meetings, and conferences, and keeps informed of professional development opportunities
- Encourages staff, Board, and Foundation Board to take part in continued learning opportunities through meetings, workshops, seminars/webinars, and conferences.

Education and Experience

- Bachelor's degree required.
- 3-5 years of professional work experience is required, but may come from a variety of backgrounds, including librarianship, human resources, business management, or other areas.

Knowledge, Skill and Ability

- Ability to effectively lead a team and demonstrate respect for all persons, including patrons and co-workers
- Ability to effectively supervise staff, providing constructive feedback and direction in line with library goals and policies
- Ability to problem solve effectively in a timely manner and manage conflict swiftly
- Ability to communicate clearly and effectively with tact and courtesy in dealing with staff and public
- Ability to work independently and decisively to manage a variety of tasks and situations, taking charge when needed to deal effectively with crises
- Ability to concentrate on fine details with multiple interruptions
- Must have excellent oral and written communication skills
- Must be computer literate; must have thorough knowledge of computers and some knowledge of software programs including integrated library system, database management and word processing software
- Must have ability to utilize audio-visual equipment and assist patrons with its usage, including microphones, projectors, screens, etc.

Required Licenses or Certification: Must possess or have ability to obtain a valid Kansas Driver's License. Successful completion of pre-employment screening tests including Drug and Alcohol, Physical Examination and Criminal Background Check.

Required Residency: Must live within a 50-mile radius of Newton Public Library.

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. While performing the duties of this job, the employee is regularly required to talk or hear. Physical requirements include the ability to stoop, bend and stretch to retrieve and shelve materials. Must be able to stand for extended periods of time. Ability to lift and carry up to 50 pounds and push a cart of books is required. Ability to set up and take down tables, chairs, and meeting room furnishings is required. Travel to workshops, conferences and meetings may be necessary.

Work Environment

This position operates mainly in an office setting and routinely uses standard office equipment. There will be some travel required and some work outdoors at programs and events. This is a fully on-site position.

Position Type/Expected Hours of Work

This is a full-time benefited position. Must be flexible and able to work varied hours and respond to "on call" situations as needed for library operations, events, etc.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time without notice and may include other duties as assigned.

The Newton Public Library provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.