



Job Title	Assistant Director of Public Library
Department	Library
Employment Status	Full-Time
Exempt/Nonexempt Status	Exempt

Scope of Work

This position provides support in the overall management of the library through assisting the Director in administrative, professional, and supervisory duties, including matters of policy and established goals.

Supervision

Received	Director of Public Library
Exercised	Direct and indirect supervision an average of 14 full time and 33 part-time employees.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Assists the Director in the management, evaluation, assessment, and operations of overall library functions and in the implementation of new service objectives and programs; participate in planning, both short-term and long-range.
- Completes annual report (ARIS) and financial report forms for Massachusetts Board of Library Commissioners.
- Gathers data and prepare reports quantifying various operations of the library; evaluate current and proposed procedures; assist in creating or revising as well as implementing policies and procedures approved by the Board of Trustees.
- Assists with preparation of the annual budget and tracking budgeted expenses; prepare monthly statistical reports reflecting budget appropriations.
- Leads effort in enhancing Library's volunteer and community outreach efforts with internal and external stakeholders.
- Leads the effort in researching, promoting, and facilitating professional development opportunities for staff across all departments.
- Proactively supports supervisors in resolving personnel matters, keeping the Director informed.
- Effectively communicates and collaborates with other Town departments, fostering and building connections to best serve the Town.
- Represents the library at professional workshops or conferences pertinent to public library service and on network, regional and state committees and boards as assigned.

- Assumes responsibility for the library in the absence of the Director.
- Manages the hiring process for the library's part-time staff and participate in the hiring process for the library's full-time staff in collaboration with the Library Director.
- Provides additional support on nights and weekends, when necessary, to support Library operations and programming.

Other Job Functions

- Perform related duties as assigned.

Requirements of Work

Graduation from a college or university with a Master's Degree or higher in Library and Information Science or a related field, with four to six (4 – 6) years of experience relevant to the position.

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, ability, and skill:

Knowledge of	• Library service offerings and methods of delivery. • Current trends in library and information science field.
Ability to	• Motivate and lead people. • Maintain confidentiality of personnel records, patron data, bid proposals and other information. • Operate general computer and office equipment for extended periods of time. • Work collaboratively and independently, utilizing creative and innovative strategies to implement new ideas.
Skill in	• Clearly communicating information to internal and external partners and stakeholders. • Supervising large teams of direct, indirect, and volunteer staff resources. • Strategic thinking and program management to execute library mission from idea to daily details.

Necessary Special Requirements

None

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.

- Regular lifting up to and including 20 pounds.

- Office environment including bright, overhead lighting and high public traffic volume with regular interruptions from employees and patrons.
- Ability to hear, talk, walk, sit, bend, reach and grasp.
- Depth, color, peripheral and distance vision routinely required.
- May be required to push or pull book carts loaded with books.
- May be required to stand for extended periods of time.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer