

JOB DESCRIPTION



JOB TITLE: Deputy Director

CLASSIFICATION: Assistant Director

STATUS: Exempt

REPORTS TO: Library Director

JOB SUMMARY: Responsible for assisting the Library Director in the planning, organization, supervision, development, and administration of all Library services, personnel, operations, and programs. The Deputy Director assumes the duties of the Library Director in his/her absence.

ESSENTIAL FUNCTIONS:

- Assumes the duties of the Director in the Director's absence. Assists in administering all Library services and programs.
- Assists the Library Director in budget preparation, reports, policy, and procedural matters as it relates to Library operations and personnel.
- As part of the Management Team, participates in the long range planning process.
- Serves as backup for ILS and network issues.
- Selects and maintains electronic databases and resources.
- Participates in collection development and maintenance.
- Develops and implements marketing ideas.
- Oversees preparation of staff schedules.
- Oversees development of Library newsletter.
- Maintains website and oversees social networking sites.
- Attends workshops, seminars, and other pertinent meetings.
- Gathers, prepares, and analyzes statistical data and subsequent reports.
- Handles problem patrons.
- Acts as authorized Library Representative for Meeting Room reservations.
- Oversees and participates in interlibrary loan transactions.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Library-related technology, equipment, software, and digital resources.
- Knowledge of current trends in library services for all ages.
- Knowledge of the organization and management of Library operations.
- Knowledge of alphabetic and decimal numeric filing rules.
- Excellent organizational, interpersonal, and communication skills in a team environment.
- Excellent customer service skills.
- Ability to be accurate, detail-oriented, and efficient in the performance of assigned duties.
- Ability to follow written and verbal directions.
- Ability to effectively communicate orally and in writing.
- Ability to exercise leadership and provide direction.
- Ability to exercise reasonable and independent judgment and discretion.
- Ability to adapt to and effectively implement change.

QUALIFICATIONS:

- Bachelor in Organizational Leadership or relevant field.
- Minimum four years of experience in a library. Minimum three years of experience in a supervisory or managerial role.

Reviewed: 6/29/17

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