

JOB DESCRIPTION

City of Kerrville, Texas

Position Title:
Assistant Library Director

Effective Date: April 2022
Position Control #: 165-B01

Department	Library	Pay Grade	35
Division	Library	FLSA Classification	Exempt
Immediate Supervisor	Library Director	Employment Status	Regular Full-time

Job Summary:

Assists the Library Director in the management, supervision, and administration of the library to provide maximum services to library patrons in accordance with library policy. The Assistant Director supervises the operation of the Technical Services and Circulation Departments and directs staff training. The Assistant Director will coordinate special projects, as requested.

Disclaimer

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.

Principal Duties and Responsibilities:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

1. Acts as resource person for daily operations and for Library Director in his/her absence.
2. Assists the Library Director in technology, budget, building, and administrative matters.
3. Oversees technical services and circulation departments. Interviews, selects, trains, supervises, and schedules staff in circulation and technical services departments. Conducts performance reviews for circulation and technical services staff.
4. Supervises cataloging, classification, and processing of all library materials using ALA and Dewey principles and practices.
5. Provides reference and readers advisory service to the public.
6. Assists Director in gathering statistics for the Texas State Annual Report and other reports.
7. Recommends technology-related and patron-related policies and procedures to Library Director.
8. Participates in long-range planning process for the library, including recommending changes or improvements and developing new types of services and operations.
9. Stays up-to-date on professional developments through participation in professional organizations, system meetings, workshops, and continuing education opportunities.
10. Participates in collection development decisions with Librarians.
11. Other duties as assigned.

Required Knowledge, Skills, and Abilities:

- Work requires professional level of knowledge of a discipline equivalent to that which is acquired with a post graduate degree-level of study.
- Ability to plan, develop, and execute programming.
- Ability to work and communicate effectively with the public on all age levels, abilities, and backgrounds using written and verbal communication.
- Ability to train, coordinate, and supervise library staff. Ability to exercise leadership and motivate others.
- Strong organizational talents.
- Ability to maintain regular and predictable attendance.
- Proficiency in Microsoft Office and other computer software programs.

Machines, Tools, Equipment and Work Aids:

- Computer and related software, printers, copiers, scanners, telephone, audiovisual equipment.
- Book carts, latex gloves, water-soluble paints and markers, glue, craft supplies

Education, Certifications and Experience Required:

- Graduate Degree in Library Science or Library & Information Science accredited by the American Library Association.
- A minimum of three years of relevant public or school library experience.
- Valid Texas Class C Driver's License.

Physical and Environmental Conditions:

Duties are generally performed in an office setting. Some light work requiring occasional lifting objects up to 20 pounds to move objects. Must be able to sit for long periods of time. Work may also require stooping, kneeling, crouching, bending, standing, walking, pushing, and pulling.

Special Requirements:

Ability to work flexible hours, including weekends, evenings, and holidays.

Signature/Approval:

I hereby acknowledge review and understanding of this job description and can perform the duties of this position:

with a reasonable accommodation

without a reasonable accommodation.

Printed Name of Employee

Signature of Employee

Date

Library Director

Job Title of Supervisor

Signature of Supervisor

Date