

IBERVILLE PARISH LIBRARY

Job Description

Assistant Director of Public Services

Job Title:	Assistant Director of Public Services
Compensation:	\$33.37 starting, DOE
Department:	Library Administration
Location:	Plaquemine Branch (Plaquemine, LA)
FLSA Status:	Exempt, Full-Time
Position Reports To:	Library Director
Position Supervises:	Library Branches and Departments

POSITION PURPOSE

Under the general supervision and direction of the Library Director, performs professional and administrative duties in planning, implementing, directing, and evaluating library public services. The Assistant Director of Public Services is a primary member of the administrative team and oversees the management and maintenance of several library facilities and departments.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

Assumes responsibility for the direct supervision of library departments and facilities as assigned.

- Direct supervisor of the following positions: Youth Services Librarian, Adult Services Librarian, Outreach Services Librarian, White Castle Branch Manager, East Iberville Branch Manager
- Reviews, approves, and monitors the activities of the departments and branches supervised, which includes planning, coordinating, administering, and evaluating programs and services, projects, processes, procedures, systems
- Monitors and evaluates the efficiency and effectiveness of branch operation and allocates resources accordingly
- Assesses and monitors workload for assigned departments; identifies opportunities for improvement; makes recommendations to the Library Director for implementing changes and managing approved changes.
- Under the supervision and direction of the Library Director, works with department heads and branch managers to oversee and directly manage assigned budget categories
- Works with department heads and branch managers to ensure that work standards and core competencies are met; that policies and procedures are followed; and that a safe working environment is maintained.
- In conjunction with the Library Director and Human Resources makes hiring, termination, and disciplinary recommendations related to personnel matters
- Ensures compliance with federal, state, and local laws, regulations, codes, and standards

Assumes responsibility for collection development management

- Oversees, administers, and manages the collection development budget, including funds designated for print and digital resources
- Oversees the work of the collection selectors; trains new selectors
- Liaison between the library system and associated materials vendors
- Oversees the management of the library's collection, including weeding and inventory projects
- Prepares statistical and special reports per defined deadlines; collects and analyzes data for trends related to the print and digital collections

Assists the Library Director with long-range planning and projects as assigned

- Assists Library Director in the planning, coordination, and management of small and large library capital outlay projects
- Assists Library Director in disseminating information to and training of library staff when implementing new library services
- Under the supervision of the Library Director, prepares RFPs, RFQs, and bid specifications related to supervised departments
- Attends all Library Board of Control meetings
- Participates in and leads library committees as assigned by the Library Director
- Develops grant proposals and may serve as project manager for selected grants.
- Recommends equipment purchases, maintenance, and upgrades

Assumes responsibility for maintaining effective communication and coordination across the library system

- Maintains regular contact with other departments to obtain information, answer questions, and/or guide services.
- Keeps Library Director and Human Resources informed of significant problems or concerns.
- Works with Library Director and marketing department to effectively communicate library services and programs to general public through print and digital media channels

Assumes responsibility for maintaining professional working relations with vendors, suppliers, contractors, local businesses, and community partners.

- Acts as the library's liaison with Friends of the Iberville Parish Library
- Assists the Library Director in representing the library with parish agencies, elected officials, and community partners
- Ensures the Library's professional reputation is projected and maintained.

Assumes responsibility for learning and development activities.

- Attends and participates in professional group meetings and stays current on new trends and innovations in the field of library management
- Attends conferences, workshops, and meetings and reads professional literature to stay informed on issues related to library management and services.

Assumes responsibility for related duties as required or assigned.

- Assists in payroll processing duties and maintaining payroll records as needed
- Assists the director in preparing for the annual audit as needed
- Performs other duties as required

QUALIFICATIONS

EDUCATION AND EXPERIENCE:

- Masters of Library and Information Science
- Minimum of two years of progressively responsible public library experience and/or management experience in a public library setting

REQUIRED KNOWLEDGE:

- Comprehensive understanding of library principles, policies and procedures
- Comprehensive understanding of library systems and how they work, including classification systems, materials and resources, and storage and retrieval methods
- Working knowledge of TLC Library.Solution ILS
- Knowledge of related computer applications.

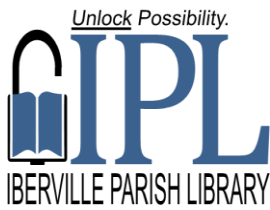
SKILLS/ABILITIES:

- Excellent written and oral communication skills
- Excellent interpersonal and public relation skills
- Ability to plan, organize, and manage multiple departments
- Ability to set priorities for work to be done and meet deadlines
- Ability to establish and maintain effective working relationships with staff members, vendors, technicians, government officials and staff, and the general public
- Ability to use common and specialized business software
- Knowledge of the principles and practices of office administration and management.
- Knowledge of the principles and practices of budget preparations and fiscal management.
- Knowledge of state and local regulations governing fiscal management.
- Strong analytical skills and the ability to meet deadlines.

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk and hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools or controls, the employee is



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occasionally required to stand; walk; sit; reach with hand and arms; climb or balance; and stoop, kneel, crouch or crawl.

The employee must occasionally lift and or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision and the ability to adjust focus.

The noise level in the work environment is usually moderate.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes and abilities to perform each job duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge skills or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Iberville Parish Library is an equal opportunity employer.

Conditions of Employment: assessment test, degree transcripts (if applicable), copies of diploma(s) earned, successful background check, successful drug screening.
