

Bertha Bartlett Public Library
Assistant Library Director
Job Description

Overview

Under the direction of the Library Board and the Library Director, the Library Assistant Director is responsible for assisting the Director in all phases of library operation. The Assistant Director should be customer-service driven, enjoy working in a collaborative environment, and will possess a high degree of initiative, integrity and sound judgment with strong leadership skills and a vision for 21st century library services.

Responsibilities include, but are not limited to: staff training, programming coordination, social media management, branch management, collection management, providing one-on-one technology assistance, readers' advisory, adult programming, and community outreach. Skills should include excellent technical skills, desktop publishing, Microsoft Office software to include the creation of spreadsheets, flyers and proficiency in math.

Specific Responsibilities

- Ensures that library services are appropriately and effectively provided, in accordance with the mission statement and the goals of the Bertha Bartlett Public Library
- Assists in developing and maintaining the collection by initiating orders and managing cataloguing, classification and maintenance of the library collection.
- Electronically catalogs and classifies library materials, both original cataloging and copy cataloging, utilizing various software packages, databases and other resources.
- Develops the library's ability to provide excellent quality reference service through staff training, reference collection development and customer training.
- Maintains an effective public relations program, represents the library's interests to appropriate media outlets and pertinent citizens in Story City, Gilbert, Story County and legislative representatives.
- Develops and executes plans for automation of library routines and services.
- Provides reference enquiry and reader's advisory service.
- Assists the Director with effective hiring, assignment of duties and scheduling of library employees.
- Assists the Director with staffing requirements including selection, orientation and training.
- Assists the Director in developing policies for approval by the Library Board.
- Web page design, authoring and maintenance.
- Monthly newsletter design, authoring and production.
- Assumes responsibility for the library in the absence of the Director.

Required knowledge, ability and skills

- Knowledge of web page authoring and desktop publishing.
- Excellent public relations skills with the Library patrons, the general public and the media.
- Ability to develop and maintain effective working relationships with the staff.
- Extremely well developed organizational skills.
- Excellent knowledge of and ability with computerized library methods and services.
- Ability to communicate effectively both orally and in writing.
- A very good knowledge of literature, modern and classic.
- Knowledge of Dewey Decimal cataloguing procedures, Library of Congress subject headings, and MARC techniques.
- Knowledge of general office equipment.
- Ability to troubleshoot network and computer hardware and software problems.
- Willingness to work outside normal working hours and travel on occasion.

Desirable training and experience

- B.S. or B.A. or higher degree and Iowa Library Certification at level 3 Tier or above OR
- Masters in Library Science OR
- Five years of progressively responsible experience including administrative responsibilities in addition to a B.S. or B.A. or higher degree

Salary will be commensurate with experience. The hourly wage will be \$14.25 and \$18.25, depending on experience and education. The salaried range would be \$29,640-\$37,960/year. Applications accepted immediately and will be open until the position is filled.