Assistant Director - Job Description

Classification Title: Assistant Director
Employment Status: Full Time, FLSA exempt
Reports to: Director
Wage: $35,000 - $39,000/year based on experience
Pay grade: Salary
Benefits: OPERS retirement plan, health/supplemental insurance, vacation/sick/personal leave, paid holidays & flexible scheduling
Financial Responsibility: Yes

General Purpose: The Assistant Director will provide service and support in various departments of the St. Clairsville Public Library, oversee special projects that fulfill the library's mission, and perform duties as needed or as assigned by the Director.

Essential Job Duties and Responsibilities: To perform this job successfully, an employee must be able to satisfactorily perform each essential work task listed below.

- Provide experienced oversight and support for programs and services in all departments – Children’s, circulation, reference, outreach, marketing, collection management, facilities, and technology.
- Work with supervisors to plan library programs and lead programs as needed. Use the library’s software and technology to assist library customers. Provide informational assistance to customers of all ages.
- With little supervision complete projects related to improving library services, facilities, and resources.
- Communicate with individuals and groups to represent and enthusiastically promote the library.
- Work with the Director to implement the library’s mission, goals, and strategic objectives; responsibly perform tasks associated with finances and administration; train staff; and ensure quality customer service.
- Be a back-up for organizational responsibilities in the absence of the Director.
- Perform other tasks as needed.
- Provide a positive and friendly environment for staff and library customers of all ages.

Qualifications:

- Higher education courses in library science or equivalent training experiences; proven aptitude in professional library science, preferably in a public library setting; demonstrated supervisory skills; ability to assess community interests and needs to develop library programs and services accordingly; aptitude with computers and technology; excellent customer service and interpersonal skills; group presentation skills and sound professional judgment.
- Must pass a background check.

Other Work Considerations:

- Evenings and Saturdays as needed.
• Limited physical effort required, lifting up to 50 pounds, reaching and repetitive motion in the operation of library equipment.

MANAGEMENT APPROVAL

___________________________________________________  _____/_____/_______
Director                                                 Date

EMPLOYEE UNDERSTANDING AND AGREEMENT
I understand, and will effectively perform, the duties and requirements specified in this job description.

__________________________________________________   ____/____/____
Employee                                               Date

We recognize that you retain the option, as does the Library, of ending your employment with the Library at any time, with or without notice and with or without cause. As such, your employment with the Library is at-will, and neither this letter nor any other oral or written representations may be considered a contract for any specific period of time.