

ASSISTANT LIBRARY DIRECTOR

POSITION SUMMARY

The Assistant Library Director works with the Library Director to oversee the daily operations of the Dickinson Area Public Library. Requires a clear vision of the future of library services and the ability to inspire and train staff to provide superior customer service.

This position is also responsible for managing one of the Librarian areas of assignment in addition to supervisory duties. Provides assistance to library users and acquires, organizes, manages and distributes library resources to ensure meeting the needs of all library users.

LIBRARIAN AREAS OF ASSIGNMENT:

Collection Development Services	Interlibrary Loan Services
Bookmobile Services	Adult and Public Outreach Services
Children's/Young Adult Services	Technical Services
Circulation Services	Administrative Support

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ESSENTIAL DUTIES AND RESPONSIBILITIES

ESSENTIAL DUTIES (May not include all of the duties performed.)

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- Will fulfill the duties of Librarian in one of the Areas of Assignment
- Assists the Library Director in long range planning, goal setting, and policy development related to library services, personnel, and building issues
- Manages library operations in the absence of the Director.
- Coordinates special projects, as requested.
- Regularly meets with Director in reviewing and implementing library policies, directives, services, procedures, and to exchange information
- Understands and implements library procedures and policies, while safeguarding confidential information.
- Assists in recruitment, evaluation, selection, hiring, and training of new employees.
- Manages and performs annual evaluations of limited hour library employees Library Assistants and Library Pages.
- Assists the Director in the scheduling and supervision of all library staff. In managing day to day operations.
- Acts as library liaison with the Friends of the Dickinson Area Public Library and, in the absence of the Director, attends city leadership meetings, Library Board meetings, and other community meetings as assigned.
- Assists the Library Director in planning and implementing new technology systems to improve library services.
- Resolves customer services problems as needed.
- Coordinates receipt and transfer of books and other items donated to the library.
- Responsible for deselection of adult collections considering established policies for collection development and compliance with State Library standards.
- Serves as the library's representative to the statewide digital collection consortium.

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- Attends ~~the~~ professional workshops, conferences, and training opportunities at the discretion of the Director.
- ~~Participates~~ Participates in the preparation of the ~~library~~ library's annual budget.

Knowledge, Skills And Abilities:

- Knowledge of Library Science principles, practices and techniques;
- Knowledge of supervisory principles including interviewing, training and performance management techniques;
- Knowledge of library cataloging policies and procedures;
- Knowledge of Dewey Decimal classification system;
- Knowledge of library electronic database software packages including the On-line Computer Library Center (OCLC) and Aleph integrated library system;
- Ability to write clear and concise reports and memos;
- Skilled in management, planning, and supervisory skills;
- Good decision-making and leadership skills and the ability to think and respond quickly;
- Ability to interact professionally with personnel and the public;
- Ability to resolve complaints through careful negotiation and flexibility to fulfill the spirit of library policies without causing unwanted client/user dissatisfaction;
- Ability to use a variety of office equipment and related applications;
- Ability to monitor employee performance;
- Ability to prioritize and handle multiple projects and tasks;
- Ability to manage change in a positive manner;
- Ability to instruct library patrons in the use of library materials and resources;
- Ability to function independently within established library policies and goals;
- Ability to work evenings and weekends as needed.

JUDGEMENT/DECISION MAKING

- ~~Performs tasks and duties in independent manner using established policies and procedures and some innovation. Day to day decisions do not require review by immediate supervisor. Resolves conflicts through the use of tact and diplomacy. Refers exceptions to policy to supervisor.~~

RELATIONSHIPS

LEADERSHIP

- ~~Manages library operations in the absence of the Director. Assists in recruitment, evaluation, selection, hiring and training of new employees. Assists the Director in the supervision of all library staff. Responsible for a Librarian Area of Assignment within the library.~~

RELATIONS TO OTHERS

- ~~Regular and substantial contact with others.~~

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~~Acts as library liaison with the Friends of the Library and, in the absence of the Director, attends city leadership meetings, Library Board meetings, Library Foundation meetings, and other community meetings as assigned.~~

~~Regular member of ODIN user groups in areas of assignment.~~

SKILLS/QUALIFICATIONS

Education And Experience:

- High School Diploma or General Equivalency Diploma (GED)
- Bachelor's degree; American Library Association accredited Master of Library Science preferred.
- Three to five years of progressively responsible library experience.

Special Requirements:

- Valid ND Driver's License
- ND Library Media Certification LM03 – Desired
- Regular member of ODIN user groups in areas of assignment.

WORKING CONDITIONS

WORKING ENVIRONMENT

- Work is performed within routine office environment with minimal exposure to hazardous or unpleasant conditions. Physical demands are usually limited to sitting or standing in one location much of the time. Work related travel is minimal.
- Climbing, stooping, reaching, standing, walking, pushing, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.
- Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Classification: Grade ~~16~~17

FLSA: Non-Exempt

Updated: by HR Torgerson 06/23/2022, updated 2/18/2025 by Library Director Anguiano, HR Nameniuk and reclassify from grade 16 to grade 17 per 2025 Budget

Approved by Commission:

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