

## ***Assistant Library Director***

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|----------------------------------------|---------------|
| Department: Library                    |               |
| Supervisor: Library Director           |               |
| FLSA Status: Non-Exempt                | Union Status: |
| Grade: 7                               |               |
| Prepared/Revision Date: September 2026 |               |
| Prepared by: City Administration       |               |

### **Job Summary:**

**Assists the Library Director in the leadership, supervision, administration, and programming of the library to provide high-quality library services in accordance with Library Board and City policies and applicable laws, regulations, and procedures. Works under the general direction of the Library Director and exercised independent judgement within established policies and delegated authority.**

### **Scope of Responsibility:**

Provides high quality customer service for library patrons. Plans, promotes and executes youth programming, collaborates with Director for all ages and adult programs and activities, and provides outreach services to a variety of community organizations.

### **Essential Duties and Responsibilities:**

1. Administration and Leadership
  - 1.1. Assists with the management and daily operations of the library.
  - 1.2. Supervises staff and volunteers in the absence of the Director.
  - 1.3. Facilitates and guides staff projects as needed.
  - 1.4. Cultivates a strong community presence.
2. Library Customer Service
  - 2.1. Adheres to data privacy and patron confidentiality mandates.
  - 2.2. Performs circulation desk duties such as assisting patrons, shelving materials, and answering phone calls.
  - 2.3. Facilitates and educates patrons with use of technology.
  - 2.4. Connects patrons with relevant materials and resources through readers' advisory. Reference services, etc.
  - 2.5. Maintains physical space as needed, including straightening and organizing shelves and displays and cleaning.
  - 2.6. Prepares materials for delivery by pulling holds and packing shipments in accordance with Plum Cree's policies and procedures.
  - 2.7. Maintains social media presence and library website by creating and updating content, promoting library services, programs, and events, and ensuring information is accurate, timely, and engaging.
  - 2.8. Assists patrons with copier and fax services.

3. Programming and Outreach

- 3.1. Collaborates with the Director to create and implement innovative, engaging, educational and fun programming for all ages.
- 3.2. Plans and executes youth programming including story times, after school activities, special events and summer reading.
- 3.3. Coordinates vendors and presenters for programming as needed.
- 3.4. Implements programs within assigned budget, including writing grants and finding additional funding.
- 3.5. Creates and executes marketing plan, including creating flyers, contacting local media, and utilizing social media.
- 3.6. Works with the schools, nursing home, museum, and other community organizations for outreach to provide education and resources to their populations.
- 3.7. Tracks patron participation and feedback to continually improve programs and respond evolving to community needs.

4. Collection Management

- 4.1 Creates and maintains the library collection by selecting, purchasing, evaluating, and weeding materials.
- 4.2 Assesses condition of damaged materials and assigns replacement costs to patrons as needed.
- 4.3 Creates displays to highlight materials and meet the community's information needs.
- 4.4 Catalogs, organizes, and processes library materials.

5 Other duties as apparent or assigned.

- 5.1 Attends meetings and training.
- 5.2 Maintains professional knowledge through continuing education, workshops, conferences, and participation in professional organizations.
- 5.3 Participates in system-wide committees and boards such as the Plum Creek Digital Materials Committee, Prairielands Teen Co-Op Board, or Camp Read List Curation or Discussion Facilitation.
- 5.4 Presents at local, regional, or national conferences or meetings.
- 5.5 Participates in literary award judging such as the Minnesota Book Awards or YALSA Amazing Audio committee.

**Minimum Qualifications:**

This position requires a Bachelor's degree or equivalent combination of education/training/experience. Must be able to work flexible hours including evenings and weekends. Must pass a background check and hold a valid driver's license or have a source of reliable transportation for offsite duties.

Key job characteristics include creativity; a friendly, welcoming personality to engage with adults and children; excellent written and verbal communication skills; ability to multitask and detail oriented; ability to utilize necessary technology including Microsoft Office products; and ability to lift up to 40 pounds.

**Preferred Qualifications:**

Bachelor's degree with early childhood education or literacy focus or Master's degree in Library Science. Three to five years progressively responsible library experience. Management experience.

**Core Competencies and Abilities:**

**Quality of Work**

- Maintains a high level of accuracy and attention to detail.
- Demonstrates the ability to use resources productively, effectively and efficiently.
- Demonstrates the ability to think proactively, anticipates potential problems, and provides workable solutions and alternatives with a 'can do' approach.
- Develops and maintains good working knowledge of job responsibilities and prescribed procedures which facilitates the efficient performance of duties.
- Takes initiative to utilize job knowledge to analyze situations, resolve problems, and reach decisions.

**Quantity of Work**

- Exhibits good organizational and time management skills; plans and schedules completion of work accountabilities in order of priority, making the most effective use of time.
- Self-motivated and works independently; demonstrates willingness to assume new and challenging assignments.
- Demonstrates ability to work well under pressure, utilizing resources effectively.

**Professional Conduct/Integrity**

- Demonstrates knowledge and actions consistent with the City's values and the City's code of ethics and conduct.
- Demonstrates high moral principles and professional standards with others through truthfulness and sincerity; makes ethical decisions.
- Shows respect for others' ideas, perspectives, and styles.
- Demonstrates appropriate business etiquette and social skills.

**Customer Service**

- Provides information, options and/or solutions to inquiries, concerns and/or requests from the diverse public in a respectful manner.
- Maintains the City's reputation of providing a high-level of customer satisfaction.

**Communication**

- Demonstrates the ability to develop and maintain working relationships to produce results and a work environment that builds rapport and trust.
- Communicates professionally and effectively with internal and external customers through spoken and written correspondence, including emails.
- Maintains confidentiality.
- Listens well; respects viewpoints different than own.
- Contributes knowledge, experience, and feedback appropriately to others.

**Safety**

- Maintains a safe work environment by complying with City safety policies and procedures, and attends necessary trainings.
- Performs duties with consideration to minimize risk. Reports safety concerns to appropriate parties.

**Accountability and Dependability**

- Adheres to all City policies and procedures.
- Competently performs all required job duties.
- Maintains an acceptable record of work attendance, and punctuality.

**Certificates, Licenses, Registrations:**

Must have or be able to obtain the following certificates or trainings within the first year of employment: First Aid, AED, CPR, Naloxone Training. Approved conflict management training. State approved collection development certification, Plum Creek ILS training.

**Physical Demands & Working Conditions:**

Most work is performed in a normal library environment. The employee is required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, or crouch. The employee must frequently lift and/or move up to 40 pounds. Specific vision abilities required by this position include close, distance, color, peripheral and depth vision.

Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The City Council and the City Administrator retain the discretion to add duties or change the duties of this position at any time.