

Assistant Director

Generally 40 hours per week, Monday – Saturday between the hours of 9am and 7pm. Any other weekend and evening hours as necessary.

GENERAL DESCRIPTION: Under the supervision of the Director, the Assistant Director is responsible for overseeing clerks, shelvers, volunteers, technical services, staff development & training, and the collection. This position is a member of the administrative team and will serve as the person in charge in the absence of the Library Director.

DUTIES

Management:

- Manage assigned departments in a manner that supports the overall mission & strategic plan of the Library
- Support and execute Board policy and intent to public and staff
- Work with Library Director to recruit, interview, select, hire, and employ staff, making recommendations to the Library Director for staffing needs
- Supervise staff in a way that is firm, fair, & consistent, regularly providing coaching & mentoring
- Provide effective performance feedback through employee recognition, rewards, formal annual performance evaluations, and disciplinary action, with assistance from the Library Director when necessary
- Delegate projects and duties as appropriate, empowering staff to take responsibility for their jobs and goals. Expect accountability and feedback.
- Through modeled behavior & coaching, encourage staff to be forward-thinking and to embrace change & try new approaches
- Seek and promote engagement with community agencies and organizations
- Oversee all aspects of public service—staff, desk scheduling, customer service, holds and notices, cargo, displays, shelving & straightening, interlibrary loans, and other areas
- Create and maintain staff training manual(s), and promote & lead ongoing training for all staff, encouraging ongoing development for direct reports
- Resolve customer complaints/issues

Administration:

- Contribute positively to the public relations efforts of the Library
- Assist in the development of the library's annual operating budget
- Monitor budgets & manage supply purchasing for assigned departments
- Assist in the collection and compilation of library statistics
- Suggest policy and procedure changes to the Library Director
- Assist in the development and application of the Strategic Plan
- Represent the library to the Chetco Community Public Library District & to other groups and communities as needed
- Develop a training plan for new staff, and assist the Library Director in the development & maintenance of a procedures manual
- Assist the Director with Board support services and board meeting preparation, as needed

Other:

- Work at the circulation and reference desks as needed
- Participate in educational and development opportunities and stay abreast of library trends
- Any other duties required for the good of the Library

MINIMUM QUALIFICATIONS:

- Master's in Library Science (or equivalent combination of work experience & education)
 - Equivalent is generally defined as a master's degree in a relevant field with some library experience, or a bachelor's degree with 5 or more years of library experience
- 3 years library experience with evidence of increasing responsibility (or 5+ years without MLIS)
- Supervisory experience
- Strong technology skills
- Self-motivated & innovative
- Strong verbal and written communication skills

PREFERRED QUALIFICATIONS:

- Proficient in Spanish
- Cataloging training or experience

ENVIRONMENT & PHYSICAL DEMANDS: Work is performed primarily in a library environment while sitting at a desk or computer terminal or while standing at a counter for extended periods of time. Physical exertion may be required to lift office supplies and library materials from overhead and from the floor, including crates and boxes weighing up to 40 pounds, as well as to push & pull objects weighing up to 100 pounds on wheels or slide pads. Sufficient vision or other powers of observation are essential to permit the employee to read, sort, and shelve library materials and maintain patron and cataloging records. Often times, the employee must move, shelve, and retrieve library materials from high and low locations. Ability to communicate with staff & patrons in person & on the phone. Occasional exposure to dust, odors, fumes, and normal office exposure to noise, stress, and interruptions. Occasional outdoor work and travel (less than 25%). Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SALARY & BENEFITS: This is a salaried, exempt position. \$45,760/year (\$3,813.33/month), plus excellent insurance, participation in Oregon Public Employees Retirement System (PERS), 3 weeks of vacation leave annually, and generous sick & personal leave. The library is closed on Sundays and most holidays.

The Chetco Community Public Library District is an equal opportunity employer providing employment opportunities for all applicants and employees without regard to race, color, religion, sex, age, disability, national origin, veteran/military status, genetic information, or any other characteristic protected by law.