

## POSITION DESCRIPTION

- Job Title:** Assistant Library Director
- Pay Classification:** Full-Time position at Range 41 (\$4,640 - \$5,642/month), plus benefits.
- Department:** Library
- Supervision:** Works under the direct supervision of Library Director
- Position & Schedule:** Position works five (5) days a week (Tuesday through Saturday), eight (8) hour shifts (11 am to 8 pm or 8 am to 5 pm or a variation of 8-hour shifts depending on job demands) with two (2) fifteen (15) minute paid breaks; one (1) hour unpaid lunch. Position also requires attendance at monthly library board meetings and library events held throughout the year. Evening and weekend hours are expected to be a part of this position.
- Position Summary:** The Assistant Library Director position is a supervisory position with oversight of the Library in the Director's absence. Duties may include supervising, scheduling, cataloging, programming, and general upkeep of the library.

### **Duties, Responsibilities, Essential Functions:**

*Though duties may vary greatly with the various events and needs of the office schedule, general responsibilities are as follows:*

- Manage library operations and facility in the absence of the director: including supervising staff, running staff meetings if needed, and attending library board meetings.
- Perform cataloging and collection maintenance work, which includes acquiring MARC records from OCLC for items received and preparing new items for circulation.
- Promoting the collection and resources of the library through programs, media, and public awareness campaigns.
- Assist Director in formulation of library goals, policies, and procedures.
- Participate in personnel selection, training, and supervision.
- Coordinate and manage volunteers including outreach services.
- Handle patron issues or concerns as needed if Library Director is unavailable.
- Make recommendations for improvements in services and collection.
- Keep informed of library development trends and participate in activities of professional development.
- Manage daily cash flow, opening and closing procedures, and staff and patron questions about front desk operations.
- Book events in the meeting room spaces.
- Assist art committee and Friends of the Library groups as needed.
- Create monthly event calendars and content for social media, local newspaper, and newsletters.
- Assist with daily troubleshooting and scheduling maintenance for library building and library equipment as needed.
- Create monthly events and programs for adults virtually or in person.
- Other duties as required.

### **Qualifications and Skills:**

- **Mandatory Requirements:**
  - Valid driver's license.
  - Ability to use Dewey Decimal System.
  - Thorough knowledge of library policies, processes and procedures; commitment to customer-centered public service.
  - Thorough knowledge of electronic resources, Internet searching strategies, and search engines.
  - Solid understanding of computer software for library applications; thorough knowledge of systems such as Radio frequency Identification Systems (RFID), The Library Corporation and/or Library Automations systems, Library reservation systems, OCLC, and web hosted systems.
  - Good knowledge of business arithmetic and ability to track statistics and keep daily records.
  - Understanding of library circulation and interlibrary loan processes and procedures and best practices for library services.
  - Skill in the use of computers and electronic resources.
  - Ability to provide positive and high quality, customer-centered public service to library customers and library colleagues
  - Ability to develop, plan, organize, implement, and evaluate effective and age-appropriate library programs either virtually or in person.
  - Ability to understand and follow detailed and complex oral and written instructions; ability to provide oral and written instructions in a clear and concise manner for library patrons and co-workers; ability to communicate effectively, and to develop and maintain effective working relationships with other members of the library staff, other libraries, and the general public.
  - Ability to handle and move library materials in the library; ability to process books and library materials.
  - Flexibility for keeping up with changing library issues and technologies.
  - Knowledge of public library principals, methods, techniques, procedures and reader interests, and the ability to translate these into everyday operations. Knowledge of current library technologies and applications.
  - Ability to give friendly, expert service to patrons of all ages and walks of life. Possesses initiative, sound judgment, tact, courtesy, and can communicate effectively with patrons and staff.
  - Ability to fix small maintenance items in building and troubleshoot issues before hiring outside contractors.
  - Has the ability to foster teamwork among staff and volunteers, prioritizing and focusing to give the best possible service to patrons and meet the needs of the institution
  
- **Desirable Requirements:**
  - Master's Degree in Library Science or demonstrated comparable experience of increasing responsibility in a library setting.
  - Previous supervisory and/or administrative experience.
  - Proven experience in the successful adult programming for libraries.
  - Flexible, innovative and an independent worker.
  - A passion for libraries and helping people.

**Physical Requirements:**

- Ability to perform duties in an office environment.
- Ability to work in an environment subject to continuous interruptions and background noises.
- Ability to work under stress from deadlines, public contact, and changing priorities, and conditions.
- Ability to operate computers with proficiency using library software, word processing, and the Internet.
- Ability to view a computer monitor and/or operate a keyboard for extended periods of time.
- Ability to move and/or lift materials up to 25 pounds.
- Regularly required to stand, walk, bend, kneel, crawl, reach, climb, balance, and sit.
- Regularly required to talk and/or hear; use hands to operate objects, tools, and controls; and reach with hands and arms.
- Vision and hearing at or correctable to "normal ranges".
- Ability to read printed materials and information on computer screens.
- Ability to communicate effectively with individuals in person, over the telephone, and via the printed word.
- Ability to file books, periodicals, files, reports, notebooks, etc. on shelves ranging from 1 to 6 feet from the floor.
- Ability to travel to attend meetings in Seaside if needed.

**Residency Requirement:** A condition of hire and probation is establishing residency on the North Coast of Clatsop County. The successful candidate is expected to reside within 30 miles of the Seaside Public Library within six (6) months of start date.

**Working Conditions:** Works within a standard office environment and conducts tasks and duties where noise levels can be variable. Significant and regular contact with the public which includes but is not limited to employee interaction with library patrons, city staff, library board members, city councilors and building contractors.

*The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance workloads.*

**Salary:** Regular full-time position @ **Range 41 (\$55,685 - \$67,700/year)** (DEQ) + fringe benefits. **Applicants must submit complete job application, cover letter and resume to be considered for position, via online Applicant Pool process.** City reserves the right to exclude applicants from process if all submission guidelines are not followed. Link to apply accessed directly at <https://cityofseaside.applicantpool.com/jobs/>.

***Revised 4/29/2021, Annual and monthly salaries are based on Range and Step Structure for FY 2020-2021.***

