

ASSISTANT MANAGER - Main Library  
FULL-TIME 38 HOURS  
GRADE E

**Basic Function:** Performs a variety of complex technical and administrative tasks requiring considerable independent judgment and in-depth knowledge related to the management of a library department or branch operations.

**Distinguishing Features of the Class:**

This classification is professional library work calling for the application of the principles of library science to the assignments. The distinguishing feature of this class is that the duties performed are supervisory and managerial in nature and include extensive contact with community and outside agencies served by the unit. Employees assigned to this class serve as assistant supervisors of a department or branch and have input into hire, fire and disciplinary actions and authority. Complex and sensitive library problems are solved independently or with the assistance of the manager.

**Characteristic Duties and Responsibilities:**

Directs operations of library department or branch by assisting in developing short-range and long-range plans, determining internal policies and procedures, and coordinating the development of goals and objectives for the unit.

Manages and leads in the operation of a library department or branch.

Maintains good public relations with the community or target populations served by the unit.

Trains and makes assignments to subordinates, evaluates their performance, and recommends personnel actions.

Monitors unit operations and customer service, ensures any necessary corrections are made, and implements staff changes to improve activities.

Assists in budget preparation and maintenance by forecasting department or branch library requirements and monitoring/approving expenditures.

Oversees branch physical plant (cleanliness, safety, security, use); reports problems to the Facilities Manager and/or immediate supervisor.

Attends meetings, continuing education programs and conferences to keep informed of current trends, issues and methods related to the assigned area of responsibility.

Prepares correspondence and hears and resolves complaints.

Coordinates, plans and promotes various library activities.

Selects and maintains materials for department or branch collection.

May lead and facilitate standing or special committees. Serves as a member of the Library's Management Team.

**Job Qualifications**

**Education Requirements:**

Bachelor's degree required. MLIS preferred.

**Experience Requirements (knowledge, skills, and abilities):**

Minimum three years of experience with progressive levels of responsibility in a library environment.

Thorough knowledge of professional library principles, methods, techniques and procedures.

Flexibility and adaptability.

High level of comfort taking initiative and completing projects independently at high standards.

Deadline oriented.

Exceptional prioritization and project management skills.

Must be able to juggle multiple priorities simultaneously.

Values the opportunity to make new connections and provide interconnected support.

Proven track record of collaboration.

Ability to assess community needs and recognize opportunities that would benefit the Library.

Ability to lead, plan, coordinate, and supervise the work of others.

Ability to network in face-to-face, telephone, and online situations.

Ability to use office productivity and communications software applications.

Experience working with senior executives and public officials.

Tact and courtesy.

Team focused.

Outstanding written and oral communication skills, including the ability speak effectively in public.

Sound professional judgment.

Experience with budget development and administration.

Excellent customer service skills.

**OTHER:** Full-time position, 38 hours/week. Starting salary range \$52,000-58,000. Excellent benefits. Schedule may include daytime, evening and weekend hours (including Sundays), and may include six-day workweeks and split shifts.

CLOSING DATE FOR APPLICATIONS: Open Until Filled