

# Job Description

## Assistant Director



### **Summary**

Supervises Public Service Clerks and Shelves. Schedules public service desks. Oversees circulation services. Responsible for planning, preparing, and presenting programs aimed at adults. Coordinates senior and homebound outreach services. Assists Library Director in planning and implementing programs and services, developing policies and procedures, and budgeting for the District. Administers and operates the libraries in the absence of the Library Director. Provides service directly to patrons of all ages.

*Classification:* Librarian II

### **Essential duties and responsibilities**

1. Hires, supervises, and evaluates the work of Public Service Clerks, Shelves, and substitutes.
2. Assists the Library Director in reviewing, implementing, and setting goals for library services and policies.
3. Assists Library Director in preparing the annual budget.
4. Administers and directs all operations and services in the absence of the Library Director.
5. Schedules the public service desks for all locations.
6. Oversees circulation services.
7. Assists Library Director in interviewing and selecting other employees.
8. Instructs patrons in use of a variety of equipment, technology, and electronic resources.
9. Plans, budgets, and carries out programs aimed at adults.
10. Prepares instructional classes and programs on the use of technology, electronic resources, and library services.
11. Coordinates senior and homebound outreach services.
12. Networks and works collaboratively with community organizations.
13. Assists in selecting materials for adults in a variety of formats, especially nonfiction, reference, and electronic resources.
14. Assists with regular weeding of the collection.
15. Offers special programs, both at library branches and outside locations.
16. Coordinates art displays.
17. Assists in designing and maintaining library website and staff intranet.
18. Prepares instructional documents on using library resources and services.
19. Organizes and coordinates the District's collection of local history and resources.
20. Seeks out and assists in writing grants to enhance library services.
21. Works at the public service desks, performing the full scope of circulation, reference, and reader's advisory duties.
22. Answers questions on library organization, policies, and procedures.
23. Assists the public in using computers, equipment, the library catalog, and electronic resources.
24. Checks in returned library materials and routes items to the proper locations.

502 State Street  
Hood River · OR 97031

**541 386 2535**

[www.hoodriverlibrary.org](http://www.hoodriverlibrary.org)

**Peripheral duties**

1. Attends meetings and training seminars as required.
2. Performs other job-related duties as assigned.

**Supervision received**

Works under the general supervision of the Library Director.

**Supervision exercised**

Supervises Public Service Clerks, Shelves, and substitutes. Directs the activities of staff and volunteers assisting with adult programs and services. The individual in this position supervises all aspects of library services in the absence of the Library Director.

**Desired minimum qualifications**

Education and experience:

1. Master's degree in library and information science from an American Library Association-accredited institution.
2. Three years experience in a library, preferably a public library, providing public services, with experience in supervision and management.
3. Three years experience working in customer service, preferably in a public library.
4. Any equivalent combination of education and experience satisfying the above.

Necessary knowledge, skills, and abilities:

1. Knowledge of library organization systems, including Dewey Decimal Classification.
2. Familiarity with MARC and AACR2 metadata standards.
3. Knowledge of library practices and principles.
4. Knowledge of library management and supervisory principles, including human resources management.
5. Ability to plan, present, and promote programming enthusiastically to adults.
6. Ability to use integrated library system software.
7. Familiarity with contemporary and classical literature, audiovisual materials, and reference sources. Familiarity with Spanish language materials is preferred.
8. Knowledge of collection development principles for print, audiovisual, electronic, and online resources.
9. Understanding of general accounting and budgetary concepts.
10. Capability of using mathematics for budgeting and statistics.
11. Ability to type 35 words per minute.
12. Familiarity with the Internet and basic computer office applications, especially word processors and desktop publishing applications.
13. Familiarity with a variety of Internet resources, databases, and social networking sites and ability to instruct others in their use.
14. Familiarity with current consumer technologies and ability to instruct others in their use.
15. Ability to speak and write English fluently. Ability also to speak and write Spanish is preferred.
16. Ability to read, write, and interpret routine documents such as reports, correspondence, policies, and procedures.
17. Ability to communicate effectively vocally to the public and staff.
18. Ability to perform basic mathematical functions.

19. Ability to respond to a wide variety of practical problems and unpredictable circumstances, especially while on the public service desks.
20. Valid state driver's license or the ability to obtain one.
21. Close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
22. Ability to perform essential job functions with or without accommodation.

### ***Tools and equipment used***

Computer, including the Internet, social media, general office applications, design software, presentation applications, and integrated library system; LCD projectors; printers; scanners; e-readers; media players; smartphones; book carts; copy machine; telephone; book bins, magazine storage racks and boxes; typewriters; general office tools; calculators; media players; televisions; other tools and equipment necessary to perform the essential and peripheral duties of the position.

### ***Working conditions***

1. Stands or walks 50% of the time, 75% of the time when assigned to the public service desks and 90% of the time when delivering presentations or programming.
2. Frequently required to walk, sit, talk, or hear. Occasionally required to climb, balance, stoop, kneel, crouch, or crawl.
3. Moves back and forth between all areas of the library.
4. Retrieves and replaces library materials from 2 inches from the floor to 7 feet from the floor.
5. Regularly lifts and/or moves up to 10 pounds, frequently lifts and/or moves up to 25 pounds, and occasionally lifts and/or moves up to 50 pounds.
6. May be asked to work at any library branch within the district.
7. Stares at computers screens and monitors regularly while carrying out essential job functions.
8. Normal office exposure to noise, stress, and disruptions.
9. Full-time, salaried position. Some weekend and evening hours are required.

### ***Selection guidelines***

Formal application, rating of education and experience, oral interview, reference check, job-related tests, and criminal background check may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. Omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.