



City of Cloquet Job Description

POSITION: Assistant Library Director
DEPARTMENT: Library
REPORTS TO: Library Director

SUMMARY

This is a highly responsible position involving the direction of a broad range of public library functions.

Work involves assisting with responsibilities for the management of a public library collection and for the provision of library services to patrons and community organizations. Duties include assisting the Library Director with policy recommendation, departmental planning, and direction and administration of all library activities. The position is invested with assisting in making the most difficult library technical decisions and carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. The work requires that the employee have or develop a thorough knowledge, skill and ability in every phase of the public library field. Directly responsible for all library services, staff and building in the absence of the Library Director.

Supervision Received

Works under the administrative direction of the Library Director or in his/her absence the Cloquet Library Board.

ESSENTIAL FUNCTIONS OF THE JOB

Drafts and recommends policy to the Library Director and assist with plans for the implementation of public library goals and objectives

Assists with the evaluation of and administration of library programs such as circulation, reference, reader's advisory services, children's services, community services, and public information

Assists the Library Director with the development and maintenance of a public library collection of books, periodicals, records, films, tapes and a variety of other library materials

Assists with the development, repair and maintenance of the Library's building

Provides staff support to the Library Board by assisting with meetings, preparing reports, and helping to implement policy decided by the Board

Assists the Library Director with development of the annual departmental budget

Confers with State agencies, other public libraries, corporations, and community groups in the development of library programs for the City

Perform reference services including assessing patron needs and advising them in making effective use of resources and services

Confers with City officials and the general public to provide information and to resolve problems and complaints

Identifies training needs and directs or provides such training to library staff in technical and administrative library skills

Under the direction of the Library Director participates in personnel actions for library employees, such as hiring, promotion, discipline up to and including suspension/termination, assignment, evaluation, and labor relations

Represents the library on regional and state committees and in the absence of the Library Director, serves as the City's authority on library issues

Seeks additional funding for the library from grants and donations

Promotes library services through presentations, school visits, book talks, displays, collaborations with other providers, newsletters, news releases, posters, social media, etc.

Plans, schedules, and provides programs, displays, promotions, special events and other activities for adult audiences

Attends workshops, training classes and presents information to patrons and staff

Performs circulation desk duties

Assists with the research, negotiating the implementation of contracts in accordance with procedures established by the Library Board and the City of Cloquet.

Performs other duties as apparent or assigned

SUPERVISORY RESPONSIBILITIES

Directly supervises employees in the library. Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities may include undertaking or effectively recommending the following in the interest of the Library Board in relation to Library employees: interviewing, hiring of seasonal and temporary employees, and training employees; planning, assigning, and directing work; appraising performance; rewarding

and disciplining employees; assigning, promoting, transferring, demoting, disciplining, and discharging employees; addressing complaints and resolving problems; and the ability to effectively recommend the hiring of full-time employees. Hire, coach, train, and retain highly qualified personnel.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

A Master's Degree in Library Science from an accredited college or university plus three years of progressively responsible library administration experience including at least one year in a supervisory capacity, OR, an equivalent combination of education and experience substituting on the basis of one year for each year of education.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, procedural manuals and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors. Ability to prepare reports and correspondence.

MATHEMATICAL SKILLS

Ability to make arithmetic computations using whole numbers, fractions and decimals. Ability to compute rates, ratios and percentages.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the principles and practices of public library functions

Knowledge of the principles and practices of public administration as applied to a public library

Ability in oral and written communications

Ability to write grants and proposals

Ability to administer the activities of a public library and to supervise the work of others

Ability to make decisions in an environment of limited resources and competing claims

Ability to establish and maintain effective working relationships with superiors, subordinates, associates, officials of other agencies, and the general public

Knowledge of computer systems

Knowledge of MARC cataloging

Skill in using computer programs and on-line services such as the Internet

Ability to visualize future needs and plan effectively for it

Ability to visualize strategically, know how the library fit in within the City organizational structure and City Council

Keep abreast of what is happening within the community and how the library can/should be part of it

Ability to get Friends, Foundation, and Board to focus on strategic plan

Ability to work hours necessary to attend night meetings, and have a flexible work schedule to react to changing circumstances

Detailed knowledge in library reference and resources

Considerable knowledge in modern library methods and resources

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance

vision, and peripheral vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.