



HUMAN RESOURCES

POSITION DESCRIPTION

We believe that each employee makes a significant contribution that should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee nor the organization to just the work identified. It is our expectation that each employee will offer his or her services wherever and whenever necessary to ensure the success of the services we provide to our patrons.

Job Title: **Assistant Director**
Location: System Responsibilities – Charleston Main
Reports To: Library Director
Last Revision Date: 12/2017

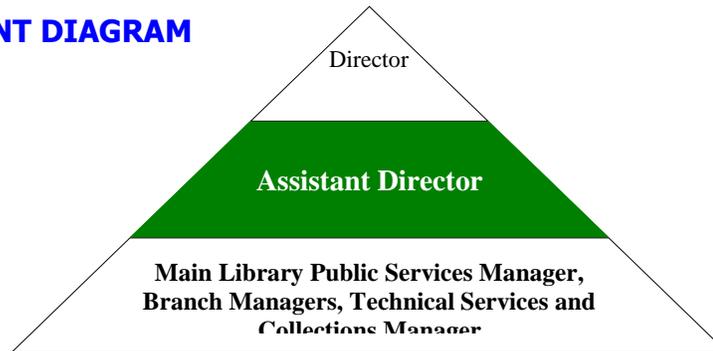
PURPOSE

This is advanced level professional library work involving administrative and public services functions in a multi-branch system and the supervision of a large number of professional and paraprofessional subordinates. Acts in the absence of the Director. This position has overall responsibility for planning and implementing library services and programs for the public and for supervising and directing the work of managers of KCPL facilities. Broad and diverse duties include those listed below. This position reports to the Library Director who reviews work through observation, analysis of completed work, and periodic conferences.

NATURE & SCOPE

This position's primary responsibilities include generally diversified and complex activities. This position will maintain relationships with internal and external contacts necessary for organizational effectiveness; work independently on general assignments, and take action without direction except when formal policy changes are required, major investments are involved, or long-term programs are affected. This position will provide general supervision of subordinate supervisors.

ORGANIZATION PLACEMENT DIAGRAM



QUALIFICATION GUIDELINES

Education	Experience
Essential	
Master's Degree in Library Science Awarded by ALA accredited institution	Five (5) or more years professional library experience. Direct progressively responsible supervisory experience over a moderate number of subordinates, including professional level positions. Demonstrated experience with planning and implementation of public services and programs Experience in training staff and writing policy in areas related to public/customer service. Working knowledge of Microsoft Office software and products
Preferred	
	Professional librarian experience in a public library, most of which should be related to the providing of direct public service. Administrative experience involving long range planning, budget preparation and policy development.

This job description is not intended to limit or in any way modify the right of management to assign, direct, and control the work of employees. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

This job description will be reviewed periodically as duties and responsibilities change if necessary. Position Descriptions are subject to modification



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Experience with collection development and management.
Experience with building projects and physical layout of functional service areas
Experience with library technology including SIRSI
Experience with library digital services

Ability to:

- Ability to effectively perform the major duties and responsibilities of the position.
- Ability to maintain a regular and reliable level of attendance.
- Ability to work a flexible schedule which will include some evenings and weekends.
- Provide proof of valid driver's license with acceptable driving record.
- Demonstrate analytical skills necessary to analyze and interpret information, establish facts, draw valid conclusions, develop and implement responsible strategies.
- Convey ideas, information, and training through public presentation, verbal and written communication

PRIMARY ACCOUNTABILITIES

Assists the Director in the administration of the Library. Acts in the absence of the Director.

Monitors the work of all public services units within the system. Participates in the selection of branch managers and the Main Library Public Services Manager and assigns, supervises and evaluates their work.

Works closely with the Human Resources Manager to ensure proper staffing of all public services units, both in budget development and day-to-day operations.

Recommends, plans and directs the implementation of public services across the system.

Participates directly in the development of the Library budget, long range plans, drafts of policies governing Library operations and provision of service; supervises expenditure of approved budgets for all public services units and implements and evaluates, plans, policies, etc.

Provides direction and broad oversight of the development and management of materials collections in all formats. Develops for the consideration of the Library Director policies, procedures and guidelines for the efficient and effective development and management of the library's materials collection. Supervises the work of the Technical Services and Collections Manager with respect to collection development, acquisitions, cataloging standards and practices, organization of materials to promote ease of access for patrons, weeding and handling of donated materials.

Provides direction and broad oversight of systemwide programming. Works closely with the Marketing and Development Manager to develop initiatives that publicize the library collection, library services and programs. Participates in planning and promoting the West Virginia Book Festival and other major events.

Analyzes relevant historical public usage data patterns of expenditures of various budget lines, etc. to assist in the preparation of the annual operating budget and staffing requests for the public service units.

Analyzes various reports and statistics on a regular basis to evaluate the public's use of various facilities, services and areas of the collection.

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Participates in building projects and in planning of public and staff work space to improve effectiveness and efficiency of the space in public service units.

Recommends, develops (as situation warrants), oversees and monitors provision of training such as skill development in customer service, use of reference tools, children's programming skills, etc. in consultation with the Human Resources Manager, Information Technology Manager, etc.

Provides staff members with clear assignments and performance expectations (written standards) and monitors performance against established expectations.

ESSENTIAL ABILITIES

- ◇ Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with the supervisor, community, vendors, employees, and general public.
- ◇ Sufficient vision, with or without reasonable accommodation, which permits the employee to produce and review a wide variety of materials, written correspondence, reports, requests for proposals, specifications and related materials in both electronic and hard copy form.
- ◇ Ability to regularly ascend or descend a series of stairs or several tiers of stairs frequently throughout the workday.
- ◇ Ability to work a flexible schedule, to include after-hours with resulting return to duty.
- ◇ Ability to travel to and from various locations.
- ◇ Ability to learn and carry out the primary accountabilities of the assigned position.
- ◇ Ability to maintain body equilibrium to prevent falling when walking, standing, or crouching.
- ◇ Ability to effectively communicate in writing and orally on job progress, personnel management, and other overall assignments and responsibilities.
- ◇ Ability to comprehend and sustain fundamental principles of library services, to include open access to library materials and privacy rights of patrons.

All positions at the KCPL require criminal background check.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform primary accountabilities of this job. This job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

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