



Town of North Branford Connecticut

JOB TITLE:	Assistant Library Director	FLSA STATUS:	Exempt
DEPARTMENT:	Library	WEEKLY HOURS:	Full-time
REPORTS TO:	Library Director		

JOB SUMMARY:

Performs routine to complex administrative and professional work overseeing and managing the programs and services for the Town of North Branford's (Town) Library System, subject to the policies, goals, and objectives of the Library Board and the Town. Work involves planning, implementing and promoting library services, coordinating quality programming for the Town's diverse library users, responsibility for the supervision and effective operation of daily library functions, and proposing policies to the Library Director.

Position is primarily focused on directing, managing and supervising other people. Position requires expertise and knowledge in specialized functions or business areas that can be used to develop efficient and innovative ways to accomplish the organization's operational functionality.

ESSENTIAL FUNCTIONS:

The essential functions listed are typical examples of work performed by positions in this job classification and are not designed to contain or be interpreted as a comprehensive inventory of all duties, tasks, and responsibilities. Specific duties and responsibilities may vary depending on department or program needs without changing the general nature and scope of the job or level of responsibility. **The duties listed here are intended only as illustrative of the various types of work that may be performed.**

- Oversees, provides guidance to, and reviews the work of individual contributors, supervisory employees and volunteers in order to accomplish operational plans and results
- Assists with planning and overseeing departmental / functional area workflow and time utilization of staff; assigns and communicates daily activities and deadlines to staff
- Assesses, plans, and implements best practice standards and assures compliance with all local, state, federal guidelines and regulatory agencies; compiles and submits data for trend analysis and regulatory reporting
- Supports the Director in the management of the different library departments / service areas and related programs and services, as well as the care and maintenance of library facilities and grounds
- Prepares statistical and narrative reports as requested by the Library Director, Town Council, Town Manager, and Boards and Commissions
- Assists in the development and implementation of a strategic plan that promotes the library system's mission and vision; assists in short-term and long-range planning of library services
- Evaluates and provides recommendations for policy and procedural changes allowing for more effective use of library resources; assists in interpreting policies to staff and general public and implementing directives from the Library Board and Town Manager
- Participates in the ongoing review and assessment of library programs, resources and services;

assists in creating a culture that embraces change and identifies and reports on cutting edge public library services and trends that will evolve with community needs and expectations

- Interacts and communicates effectively with the public; models customer service expectations in all points of contact
- Prepares brochures, flyers, news releases and other public relations material to promote library services and programs
- Updates content on the department website
- Assists in the development and administering of the departmental operating budget, monitors expenditures
- Assists with recruiting, interviewing and hiring staff, orienting employees and coordinating staff training; performs administrative duties to support departmental operations and staff; completes Human Resources (HR) paperwork related to compliance; prepares and submits payroll
- Actively participates in and oversees the selection and development of the collection of varied media and resources contained in the library system; ensures a quality and objective collection is available to the public and coordinates removal and disposal of outdated and unused collections
- Assists in developing and implementing a robust and consistent selection and schedule of programs providing cultural, educational and recreational opportunities for the community
- Provides friendly and efficient direct assistance to users checking out materials, requesting information, or seeking materials or information on specific topics; assists patrons with readers' advisory services
- Administers the library's information technology (IT) systems; manages the user experience and communication to the public regarding system access and features; ensures implementations, updates, and upgrades have minimal impact on the public and library staff
- Researches, writes and manages grants and other funding sources to enhance department programs and offerings
- Represents the library to the public, community groups, the Library Board, the Town as well as other agencies and businesses to promote the use of the library and its programs and services
- Positively represents the Town, adheres to Town policies and procedures, and public safety guidelines and protocols; performs job functions in a safe manner and reports all safety hazards per established policies and procedures
- Responds to inquiries, questions, and comments from the general public per established standards and protocols including difficult / sensitive inquiries, issues, and concerns
- Maintains active membership in state, regional, and national associations and attends and participates in professional group meetings; stays abreast of new trends and best practices
- Attends staff, evening and/or weekend meetings, activities, programs, and events based on organizational responsibilities and requirements

Supervision:

- Reviews and evaluates work methods and procedures and meets with management staff to identify and resolve problems
- Assesses and monitors workload; identifies opportunities for improvement and implements changes

**ASSISTANT LIBRARY DIRECTOR
JOB DESCRIPTION**



- Selects, trains, motivates, and evaluates personnel; provides or coordinates staff training; promotes an environment of staff growth and development and works with employees to correct deficiencies; makes recommendations regarding promotions, discipline and termination per established policies and procedures
- Participates in the development and administration of the departmental budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors expenditures and implements budgetary adjustments as appropriate and necessary, per policies and procedures

MINIMUM QUALIFICATIONS:

Master's Degree in Library Science from an ALA accredited program; supplemented by five (5) years of progressively responsible experience in library operations, including at least two (2) years in a supervisory role; or an equivalent combination of education, certification, training, and/or experience.

PREFERRED QUALIFICATIONS:

Two (2) years of library administrative experience.

Must possess and maintain a valid State of Connecticut Driver's License and the ability to drive a Town-owned vehicle per established policies, procedures, and safety guidelines.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of library principles, practices, methods, and procedures as they apply to public library administration
- Knowledge of principles, practices, methodologies, and techniques utilized to effectively manage and motivate a diverse workforce
- Working knowledge of current and developing technologies as they relate to public library operations and services
- Working knowledge of standard library principles and practices and concepts of intellectual freedom, collection development, reference, reader's advisory, weeding, confidentiality, and other library ethical issues
- Skill in the use of Microsoft Office products (Word, Outlook, and Excel) and applicable department / organization specific software and ability to learn and become proficient in the use of other specialized software as may be required
- Skill in adapting to a changing work environment, competing demands and ability to deal with frequent change, delays, or unexpected events
- Skill in developing, managing, and interpreting budgets, contracts, and fiscal and financial reports
- Skill in assessing and understanding the current and anticipated library service needs of the community and how to serve the public of all ages
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to lead and motivate others to achieve goals and foster teamwork
- Ability to plan, implement and evaluate effective library services and strategies
- Ability to create, plan and execute innovative and engaging programs

- Ability to effectively promote library services to the community
- Ability to effectively present information and technical advice to management, interested parties, and individual and group stakeholders
- Ability to manage multiple priorities to ensure that deadlines are met and to set priorities that move projects through efficiently to achieve customer and quality objectives
- Ability to identify potential issues and use critical thinking skills to arrive at solutions and suggest improvements for success
- Ability to establish and maintain effective working relationships with the general public, residents, elected officials, members of commissions, boards, and community groups
- Ability to regularly attend work and arrive punctually for designated work schedule (including for virtual and in person meetings, events, and conferences)
- Ability to work outside of standard business hours / week as required by organizational and job obligations

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Usually involves some climbing, balancing, stooping, kneeling, crouching, or crawling. Tasks involve extended periods of time at a keyboard or workstation and extended periods of time standing and/or walking.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside without potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors. Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally and in writing.

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

The Town of North Branford is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, this organization provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this job description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Employee Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date