

Nederland Community Library District

Assistant Director

Summary of Job Responsibilities:

Under the supervision of the Library Director and in collaboration with the Library Board, staff and community partners, the Assistant Director facilitates and oversees:

1

- Adult and youth programs, including outreach.
- Collection development (coordinates with Director on subject expertise).
- Marketing and promotional materials (with support from marketing and website contractors).
- Program and materials budgets.
- NCL Library Foundation grants.
- Facility and technology maintenance.
- Standard Operating Procedures (and guidelines) for Board-approved policies.
- Serves as Person-in-Charge when Director is unavailable.

Required Knowledge, Skills and Abilities:

- Knows and practices the American Library Association's Code of Ethics.
- Knowledge of library policies, procedures and systems.
- Ability to plan, manage and implement projects to completion, within budget and deadlines; revise and adjust existing projects and programs to meet objectives; multi-task and effectively coordinate a variety of concurrent projects and activities.
- Ability to manage time to maximize productivity. Work individually in a self-directed manner and as part of a team.
- Ability to meet, work and communicate clearly and concisely, both orally and in writing with the public, other staff members and volunteers.
- Maintains confidential and sensitive information. Uses discretion in relating to other staff, volunteers, program participants and community members.
- Follow safety and security protocols and escalate as needed.

Minimum Qualifications:

- A minimum of three years working in a public library setting.
- Master's degree in library science, education, public policy, or a related field is preferred; relevant academic credit hours or certificate completions will be considered.
- Experience working with patrons of all ages and backgrounds.
- Professionalism, a positive attitude, strong customer service and excellent people skills are essential.
- Possess up-to-date computer and technology skills necessary for effective communications and presentations.
- Work evening and/or weekend schedules as required.

Hiring Range Salary: \$60,000 to \$65,000, exempt. Generous Benefits Package.

The above information is designed to outline the functions and position requirements for this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.

The Nederland Community Library District is an equal opportunity educational institution and does not unlawfully discriminate on the basis of race, color, ethnicity, sex, gender identity/expression, national origin, creed, religion, age, sexual orientation, disability or veteran status in admission or access to, and treatment and employment in its educational programs or activities.

