

## **Assistant Library Director Job Description**

### **Summary:**

Responsible for assisting the Library Director in the planning, organization, supervision, development and administration of all library services, personnel, operations and programs. Assumes the duties of the Library Director in his/her absence. Assists in personnel selection and training. Assists Director in evaluation and assessment of overall departmental functions and in the implementation of new service objectives and programs. Responsible for conveying and carrying out of the Library's Mission and Strategic Plan. Serves as a Library Building Manager.

### **Principal Responsibilities:**

#### **Administration**

- Under the direction of the Library Director assists with administrative day-to-day operation of the library, assumes the duties of the Director in the Director's absence, reporting to the Director and answerable to the nine-member Library Board of Trustees. Assists in administering all library services and programs; supports, mentors and monitors library operations.
- Assists the Library Director in budget preparation, reports, policy and procedural matters and personnel matters within the library.
- As a member of the library's management team participates in management studies related to evaluation and optimization of library operations and services in the areas of collection development, programming, and technology.
- Assists the Library Director in coordinating library goals, objectives and activities and actualization of the Library Strategic Plan.
- Under the direction of the Library Director coordinates Phase1 of the Hoboken Public Library rehabilitation project, serves as the point of contact between the Library, architect, owner's representative and Building and Grounds Committee.
- Stays informed of professional issues, trends and attitudes, including managerial, financial, and personnel issues, through reading professional literature, newsletters, journals and electronic media; represents the library at professional workshops or conference pertinent to public library service.
- With guidance of the Director, performs research, conducts studies, or garners statistics relating to library services effectiveness, user needs, new services and technology.
- In the Director's absence, serves as a liaison to the Friends of the Hoboken Public Library and the Hoboken Public Library Foundation. Assists at events and fund raisers as support staff. Attends monthly Board of Library Trustees meetings along with the Director.

## **Facilities Management**

- Routinely functions as daily, evening or weekend Building Supervisor, having first-response responsibility for the staff and public; maintains up-to-date meeting room calendars.
- Under direction of Library Director designs, implements and sustains a maintenance and repair plan consistent with requirements of the Secretary of the Interior's Standards for the Treatment of Historic Properties.
- Responsible for the smooth operations of the Library's Automated Circulation system and networks, represents the library at consortium and regional meetings, participates in activities and task forces related to the automated network.
- Responsible for creating and maintaining Library's Disaster Plan, oversees maintenance of Library Emergency Manuals, patrons and personnel safety and evacuation procedures.
- Oversees all building repairs by internal staff and appropriate outside contractors, responsible for acquiring quotes and selecting contractors as per New Jersey State Procurement Guidelines.
- Prepares maintenance budget, monitors spending pursuant to allocated expenditure lines as related to Library building repairs and maintenance.

## **Personnel**

- Supervises the Building Maintenance and Security personnel. Directly responsible for the recruitment, selection, training and evaluation of maintenance and security staff. Routinely monitors daily and regular work performance using checklists, Maintenance Logs, Maintenance Calendars, meetings, etc.
- Responsible, with the Administrative Assistant, for the accurate and timely submittal and inputting of bi-weekly personnel payroll. Ensures maintenance and administration of the personnel leave spreadsheet, updating leave calculations on a monthly basis and use on a weekly basis. Publishes monthly deadline for leave and absence requests and ensures that individual staff usage is within earned quotas.
- Assists with personnel matters including hiring, evaluation and training of library staff. Responsible for scheduling orientation and training of all personnel within the library including full- and part-time staff and volunteers. Ensures updating of Training Manuals and training materials throughout the departments.
- Assists the Library Director on matters related to regulations and procedures in accordance with Civil Service Commission requirements.