

 **City of Pendleton**

 **Job Description**

 **Assistant Library Director**

|  |  |
| --- | --- |
| **Department**: Library | **FLSA**: Exempt |
| **Reports to**: Library Director  | **Representation**: Unrepresented |
| **Pay Range**: 2, Confidential/Supervisory Salary Plan  | **Date**: August, 2019  |

**GENERAL POSITION SUMMARY:**

The Assistant Library Director supervises library personnel, participates in preparing the annual library budget, assists in the creation of the library’s strategic plan and, is a member of the library’s management team. The Assistant Director performs a variety of professional level duties and complex administrative support work in planning, organizing and implementing services to meet the needs and service goals of the Pendleton Public Library.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES**

1. Management/Supervision: Supervises and evaluates the staff. Assists the Director with hiring and disciplinary actions. Trains library staff and volunteers. Improves the quality of the library through individual and general staff development by attending relevant meetings, workshops and training sessions. Assigns and reviews the work of subordinate employees. Prepares work schedules, reviews and approves timesheets, processes and approves leave requests and manages other staff scheduling needs.
2. Executive: Performs duties of director in director’s absence at director’s discretion, including public relations, personnel, interpreting and enforcing library policies, and budget duties.
3. Planning: Keeps abreast of advances in technology, and plans for applications to improve and enhance library services. Participates in library-wide planning and decision making as a member of the library management team. Participates in the strategic planning process.
4. Patron Services: Performs professional level reference and reader’s advisory duties including assisting patrons of all ages in the use of library collections through the reference interview and instruction in the use of library catalogs, indexes, online databases, the internet and appropriate print resources. Develops and delivers programs, special events and displays. Participates in the planning and creation of marketing strategies to promote the use of the library.
5. Financial: Assists director in preparing the annual library budget. Makes library purchases and monitors spending.

**IMPORTANT FUNCTIONS:**

1. Performs special projects and conducts studies as assigned. Prepares monthly activity reports.
2. Attends training, workshops and seminars as needed.
3. Performs other duties as required.

**DISTINGUISHING CHARACTERISTICS:** Position in a series.

This position is distinguished from Library Director by:

1. Does not have responsibility for collection acquisitions.
2. Is not responsible for establishing collaborative relationships with outside agencies to meet library goals.
3. Does not have primary budgetary responsibilities for the library.

**JOB SPECIFICATIONS:** *(Education and experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)*

1**. Education & Experience** *Education and experience requirements are minimum standards.*

1. Bachelors Degree from an accredited college or university is required. Degree must be in English, Business or a closely related field; or
2. MLS or MLIS Degreeis preferred, but not required for the position; and
3. Work Experience: Indicate the minimum level of work-related experience required to effectively perform the position’s responsibilities. Check only one box.

[ ]  Less than 12 months

[x]  1 – 3 years

[ ]  3 – 5 years

[ ]  5 – 8 years

[ ]  Other

Describe experience: 1 year of Library experience is required plus 3 years of supervisory experience.

1. Satisfactory equivalent combination of education and experience.

**2. Special Requirements:**

1. [ ]  Must possess, or be able to obtain by time of hire, a valid driver’s license.
2. [x]  Must be able to pass the department’s security clearance standards including review of criminal history and driving record.

**3. Necessary Knowledge, Skills and Abilities:**

1. Knowledge of customer service practices and procedures.
2. Knowledge of electronic media, including online databases.
3. Skill in using electronic media to accomplish work.
4. Knowledge of City policies, procedures, regulations, and codes related to library operations.
5. Knowledge of safety standards, practices and procedures applicable to area of assignment.
6. Skill in teaching patrons.
7. Ability to communicate effectively orally and in writing.
8. Ability to plan and develop community interest programs.
9. Ability to plan, organize, manage and coordinate activities to meet the library’s strategic plan.
10. Ability to establish and maintain effective working relationships.
11. Ability to work independently in the absence of supervision.
12. Ability to analyze and review materials in order to determine needs.
13. Ability to perform the essential functions of the job.

**4.** **Tools and Equipment Used:** *List specialized tools or equipment needed to perform tasks. Add or delete from the sample list below.*

1. Standard office equipment including telephones, computer, printer, fax machine and copy machines; Computer software (Choose all that apply):

[x]  MS based word-processing, spreadsheet, and/or data base programs

[x]  Outlook or other email communication.

[x]  Internet and/or social media

[x]  Presentation or desktop publishing software

[ ]  Specialized or custom software

1. [ ]  Vehicle - Choose an item.
2. [ ]  Special tools such as:

5. **Supervision:**

1. This position supervises other staff. Positions supervised include: Library Clerks, Library Aids, Library Assistants and all volunteers.
2. This position reports to the Library Director. Supervision received is (choose one):

[ ]  Direct. Supervisor provides assignments, directs work on a regular basis, and tasks or procedures are usually well defined.

 [ ]  General. Work is assigned more generally with the employee having some autonomy to determine the order or manner in which the work is completed. Policies and procedures exist.

 [x]  Limited. Work is performed highly independently with little direction. Position has significant decision-making discretion. Work is evaluated for overall effectiveness.

6. **Communications**:

1. Communications are: (choose one)

[x]  Primarily with other City staff and/or customers.

[ ]  Regularly includes others outside the organization (not customers), such as vendors, contractors, attorneys, agents, or business partners.

[ ]  Routinely with leaders inside and outside the organization such as department heads, City Councilors, public officials from other agencies, and/or community leaders.

1. The communications may be (check any that apply):

[x]  Complex

[ ]  Controversial

[x]  Confidential

[ ]  Have significant impact (affect City services or reputation, or have legal or financial consequences)

**7.** **Cognitive Functions**: *Check the one that most closely aligns to position:*

[ ]  Tasks require the employee to remember complex processes and/or be able to perform multi-step jobs without step-by-step instructions. Requires a moderate level of independent thinking and reasoning.

[ ]  Tasks are highly creative or complex and requires significant mental exertion that would typically require specialized schooling, training, certification or a license to be able to accomplish. Employee has some control over the planning and performance of the work, and may determine their own practices and procedures.

[ ]  Responsibilities include significant accountability (i.e. could expose the City to risk or liability, generate public censure, or impact the work or reputation of the City.) Work is performed highly independently. Employee has significant control over the planning and performance of the work, and may develop or recommend new practices and procedures.

[x]  Responsible for developing or approving programs/services; determining quantity and/or quality standards; and monitoring, evaluating, and analyzing program effectiveness to determine success or failure. Routinely engages in autonomous problem-solving. May include developing and implementing policies, procedures or regulations.

**8. Problem Solving:** *Indicate the nature of problems regularly encountered by this position. Check only one box.*

[ ]  Most situations are resolved using standard procedures and established guidelines.

[ ]  Situations are somewhat varied; requires application of specific technical skills and expertise.

[x]  Varied situations that require significant analysis or interpretation; general precedents and practices used, but may be modified.

[ ]  Highly varied and unpredictable situations, complex and often non-recurring; new and creative approaches required.

**9.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.)*

1. Work is performed primarily indoors. Work is most often in a temperature controlled office.
2. Strength Rating (see attached definitions) is: Light.
3. Hazards include: Check all that apply and include the percentage of time exposed to the listed hazard:

[ ]  Work on and around heavy construction equipment \_\_\_\_%

[ ]  Exposure to toxic elements/hazardous chemicals \_\_\_\_%

[ ]  Work at heights in excess of 20 feet \_\_\_%

[ ]  More than occasional exposure to poor air quality (excessive dust, smoke, fumes, gases, etc.) \_\_\_\_%

[ ]  Exposure to weather or temperature extremes \_\_\_%

 [ ]  Isolation \_\_\_\_%

 [ ]  Exposure to light or noise extremes \_\_\_\_%

 [ ]  Regular travel outside the City \_\_\_\_%

 [ ]  Other (describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. General hours of work are between 8 a.m. – 8 pm. Monday – Saturday. Variations include (check all that apply):

[ ]  Frequent or regular overtime

[ ]  Subject to emergency call out

[x]  Evening and/or weekend hours

**10.** **Resource Accountability:**

1. Check item(s) that describe involvement in the budgetary process:

[ ]  Not applicable [x]  Input [ ]  Prepare [ ]  Forecast [x]  Monitor [ ]  Approve

1. This position has resource accountability for the following level of assets (choose one):

[ ]  Significant – as would be typified by purchasing authorization up to $25,000, or responsibility for operation or use of very high-level equipment/assets.

[x]  Moderate – as would be typified by purchasing authority up to $5,000 or responsibility for operation or use of equipment/assets of moderate value.

[ ]  None/Low – employees with no purchasing authority or responsibility for operation or use of equipment/assets of modest value.

1. Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.

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

Drafted: August, 2019

Revised: July, 2020

Adopted:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Employee Acknowledgement/Date Supervisor Approval/Date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Department Head Approval/Date Administration Approval/Date

Overall Job Strength Rating Definitions

(Oregon Workers’ Compensation Rules, Div. 436-035-0012)

**S - Sedentary** – exerting up to 10 pounds of force occasionally, or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Job is mostly sitting, but brief walking and/or standing (occasionally) may be required.

**L – Light**  - exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force continually to lift, carry, push, pull or move objects. Job is largely sitting, but more than sedentary walking or standing may be required. Work is light if job tasks are done sitting, but considerable upper body or arm movement or use of leg controls is involved.

**M – Medium** - exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or greater than negligible up to 10 pounds of force continually to lift, carry, push, pull or move objects. Standing, walking, and/or other positional physical movements may be occasional to frequent.

**H – Heavy** – exerting 50 to 100 pounds of force occasionally, or 25 to 50 pounds of force frequently, or 10 to 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.

**V/H – Very Heavy** – exerting in excess of 100 pounds of force occasionally, or in excess of 50 pounds of force frequently, or in excess of 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.