ASSISTANT LIBRARY DIRECTOR

POSITION SUMMARY

The Assistant Library Director works with the Library Director to oversee the daily operations of the Dickinson Area Public Library. Requires a clear vision of the future of library services and the ability to inspire and train staff to provide superior customer service.

This position is responsible for managing one of the Librarian areas of assignment in addition to supervisory duties. Provides assistance to library users and acquires, organizes, manages and distributes library resources to ensure meeting the needs of all library users.

LIBRARIAN AREAS OF ASSIGNMENT;

Collection Development Services
Bookmobile Services
Children's/Young Adult Services
Circulation Services
Interlibrary Loan Services
Adult and Public Outreach Services
Technical Services
Administrative Support

RESPONSIBILITIES

ESSENTIAL DUTIES (May not include all of the duties performed.)

- Will fulfill the duties of Librarian in one of the Areas of Assignment
- Assists the Library Director in long range planning, goal setting, and policy development related to library services, personnel and building issues
- Manages library operations in the absence of the Director
- Understands and implements library procedures and policies, while safeguarding confidential information
- Assists in recruitment, evaluation, selection, hiring and training of new employees.
- Assists the Director in the scheduling and supervision of all library staff.
- Acts as library liaison with the Friends of the Dickinson Area Public Library and, in the absence of the Director, attends city leadership meetings, Library Board meetings and other community meetings as assigned.
- Assists the Library Director in planning and implementing new technology systems to improve library services.
- Attends the professional workshops, conferences, and training opportunities at the discretion of the Director.
- Participates in the preparation of the library annual budget

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Library Science principles, practices and techniques;
- Knowledge of supervisory principles including interviewing, training and performance management techniques;
- Knowledge of library cataloging policies and procedures;
- Knowledge of Dewey Decimal classification system;
- Knowledge of library electronic database software packages including the On-line Computer Library Center (OCLC) and Aleph integrated library system;
- Ability to write clear and concise reports and memos;

ASSISTANT LIBRARY DIRECTOR

- Skilled in management, planning and supervisory skills;
- Ability to interact professionally with personnel and the public;
- Ability to use a variety of office equipment and related applications;
- Ability to monitor employee performance;
- Ability to prioritize and handle multiple projects and tasks;
- Ability to instruct library patrons in the use of library materials and resources;
- Ability to function independently within established library policies and goals;
- Ability to work evenings and weekends as needed.

JUDGEMENT/DECISION MAKING

- Performs tasks and duties in independent manner using established policies and procedures and some innovation. Day-to-day decisions do not require review by immediate supervisor. Resolves conflicts through the use of tact and diplomacy. Refers exceptions to policy to supervisor.

RELATIONSHIPS

LEADERSHIP

- Manages library operations in the absence of the Director. Assists in recruitment, evaluation, selection, hiring and training of new employees. Assists the Director in the supervision of all library staff. Responsible for a Librarian Area of Assignment within the library.

RELATIONS TO OTHERS

- Regular and substantial contact with others.
- Acts as library liaison with the Friends of the Library and, in the absence of the Director, attends city leadership meetings, Library Board meetings, Library Foundation meetings, and other community meetings as assigned.

SKILLS

EDUCATION AND EXPERIENCE

- Bachelor's degree; American Library Association accredited Master of Library Science preferred.
- Three to five years of progressively responsible library experience.

SPECIAL REQUIREMENTS

- Valid ND Driver's License
- ND Library Media Certification LM03 – Desired

WORKING CONDITIONS

WORKING ENVIRONMENT

ASSISTANT LIBRARY DIRECTOR

- Work is performed within routine office environment with minimal exposure to hazardous or unpleasant conditions. Physical demands are usually limited to sitting or standing in one location much of the time. Work related travel is minimal.
- Climbing, stooping, reaching, standing, walking, pushing, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.
- Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Classification: Grade 17 (G-17)
FLSA: Non-Exempt
Updated: by HR Torgerson 06/23/2022, Reclassification approved by the City Commission on 4/1/2025. Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025.