



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Associate Library Director

Department: Library Reports to: Library Director Pay Grade: H14
Date Established: 5/2014 Date Revised: 10/2017 FLSA Status: Exempt

CLASSIFICATION SUMMARY

The Associate Library Director manages and coordinates the daily operations of the library and library staff, and is responsible for personnel administration, facility maintenance and ongoing communication with library staff, patrons and the Library Director.

The job works closely with the Library Director to develop and implement goals, objectives, policies and procedures. The job assumes the duties of Library Director in that person's absence and serves as Secretary to the Library Board of Trustees. The principle purpose of this job is maintain open lines of communication with the Library Director and library staff, manage facility maintenance to create an efficient, effective and safe environment for the staff and patrons, and to ensure that library goals and objectives are accomplished. The job directly supervises administrative and facility maintenance staff and indirectly oversees the work of all other library staff.

The job requires strong communication, customer service and management skills and knowledge of comprehensive library principles, objectives, methods, materials, practices and theories of library science. The job also requires strong administrative skills in budget administration, public relations, personnel administration and facility maintenance. The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, the Library Board of Trustees other organizations, and the general public.

The work is conducted in a general office and library environment with stable temperatures and a moderate level of noise.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Manages and coordinates the day to day activities of the library and library staff. Serves as liaison between staff and the Library Director to establish and maintain open lines of communication and to respond to questions or unusual issues/situations. Ensures that staff has what they need to accomplish their assignments in a safe working environment. Works closely with the Library Director to develop and implement long and short-term goals and objectives and library policies and procedures. Demonstrates ongoing efforts to improve library services and provide quality services to the public. Serves as Secretary to the Library Board of Trustees and assumes the duties of Library Director in that person's absence.

Directs, supervises, trains, motivates and reviews the performance of library staff; handles personnel issues including, but not limited to, staff assignments, review of work, training, scheduling, hiring and employee discipline. Ensures that employees are meeting established goals and objectives. Maintains personnel records and documentation.

Manages building maintenance functions to ensure the efficiency and public appearance of the building. Supervises the work of maintenance and custodial staff.

Assists the Library Director with budget preparation and monitoring and other administrative tasks. Manages the patron database system. Maintains statistical records and prepares reports for use by the Library Board and the Idaho Library Association. Works with the Library Consortium of Eastern Idaho. Processes payroll, accounts payable and cash drawer balancing in the absence of administrative personnel.

Answers inquiries and provides information and assistance to the public by telephone and in person. Maintains records and handles advanced patron complaints and disruptive individuals as needed.

Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

CLASSIFICATION REQUIREMENTS:

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- The principles, methods and practices of professional library science, including the theories and practices of cataloging, reference sources and methods of application;
- Principles, methods, practices and objectives of library administration;
- Management principles as they relate to library operations and administration, including budgeting, personnel administration, facility maintenance and public relations;
- Federal, state and local laws, codes and regulations pertaining to public libraries;
- Employee hiring, training, scheduling, evaluation, and disciplinary techniques, methods, and objectives;
- Municipal budgeting and payroll methods, techniques, and objectives;
- Operation of a personal computer and job-related software applications;
- Customer service methods, techniques, and objectives;
- Federal (OSHA) regulations and City policies regarding safe work practices.

Skill and Ability to:

- Direct, manage and coordinate the daily operations and staff of the City library;
- Hire, supervise, train, schedule, evaluate, and discipline employees, including terminations;
- Manage facility maintenance projects and staff;
- Effectively manage personnel issues;
- Assist in the development and implementation of short- and long-range goals, projects, and plans for the Department;
- Provide exceptional patron services;
- Develop, implement, and enforce Department policies and procedures;
- Answer inquiries and provide information to the public by telephone and in person;
- Communicate effectively, verbally and in writing;
- Prepare and analyze comprehensive reports;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- Bachelor's degree in Library Science is preferred; and
- Four (4) or more years library experience in a supervisory capacity.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to handle materials, manipulate tools, keyboard and type, reach with hands and arms, and operate job-related equipment. The employee must occasionally lift and/or move up to 25

pounds. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.