

# JOB DESCRIPTION

## ASSISTANT DIRECTOR

### JOB SUMMARY:

Under the direction of the Library Director, the Assistant Director will be responsible for the backend operations of the institution– overseeing day-to-day support for IT, Facilities, HR, and Finance. A person in this position would be called upon to act as Person-in-Charge and report to the Board of Trustees in the director’s absence.

### JOB DUTIES:

An employee in this position may be called upon to do any or all of the following duties. These examples do not include all of the duties which the employee may be expected to perform.

- Facilitate procedural operations across the library
- Provide oversight in grant administration, accounts payable, and payroll
- Coordinate contract processes across library vendors
- Maintain updated emergency procedures
- Support internal staff training
- Manage project development and implementation across library departments
- Oversee day-to-day needs of Facilities, IT, HR & Finance departments.

### REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND MINIMUM QUALIFICATIONS:

The recommendations below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Knowledge of the principles and practices of public library functions
- Awareness of current trends in library operations
- Strong demonstration of project management skills
- 3+ years of experience in a managerial and/or administrative position

## PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform these duties.

While performing the duties of this job, the employee is required to communicate with others in person and on the telephone. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; high places; airborne particles; and outside weather conditions. The noise level in the work environment can range from quiet to very loud, depending on the location of work and task being performed.