CITY OF GLOUCESTER
Job Description

Title: Assistant Library Director

Supervisor: Library Director

Grade: M7

Civil Service: Exempt Union: GMAA

Supervision Exercised:
In the absence of the Director and Department Heads, is responsible for direct
supervision of all staff, volunteers, and facilities. Responsible for direct oversight and planning
for reference and technology services.

Position Summary:
Works under the general supervision of the Library Director who outlines areas
of responsibilities, provides guidance and coaching, and evaluates performance.
Assists the Library Director in all phases of the daily operation of the Library,
its service delivery, staffing, financing, planning and development and is solely
responsible in his/her absence. Manages day to day operation of the library, su-
pervision of staff and volunteers, and building and ground maintenance. Will
coordinate reference services and serve approximately 25% time as reference li-
brarian until such time as second reference librarian is hired. Act as coordinator
for technology and provide workshops and educational outreach for patrons.
Works with library budget and finances including ordinary operating accounts;
monitoring payroll, municipal and library budget accounts; oversees gifts and
memorial bequests; bank accounts and statements; grant funds and materials
budget. Acts as Community liaison to other municipal departments, human ser-
vice organizations, and various library committees. Participates in planning,
scheduling and publicizing many special programs, exhibits, and corporation
meetings. Oversees calendar of library events, monitors and assists in managing
the website.

Duties:

• Assists the Library Director in planning, organization, supervision, development, and
  administration of all library collections, services, personnel, operations, and programs;
in the evaluation of performance of all staff; supervising and scheduling orientation and
training of all personnel; ensures updating of training manuals and materials. Responsible
for maintaining all personnel and payroll files.
• Responsible for the day to day operations of the library, staff, building and ground
  maintenance. Oversees building maintenance and custodial services to ensure that the
facilities are a clean, safe and pleasant environment for Library staff and patrons.
• Oversees development and upkeep of policies manual and disaster/emergency manual.
• Coordinates and oversees technology and new technology initiatives.
• Contributes to the overall mission, goals, objectives, policies and practices of the Library; participates in shaping and achievement of departmental goals, objectives, policies and practices, ensuring that staff, volunteers, the public and others understand the department’s mission, goals and objectives and ensuring their integration.

• Oversees the volunteer program by recruiting, scheduling and assigning tasks to all volunteers including internships, seasonal employees, Summer Youth Programs, and Senior Aides.

• Performs a variety of administrative and financial functions including working with Director to develop annual budget, tracing budget expenditures and work with Administrative Assistant by monitoring payroll and personnel records, authorizing cash disbursements, administering and reporting grant funds, and ordering/tracking library supplies and materials.

• Works with the Administrative Assistant in maintaining master personnel schedule including all leaves, absences, meeting dates, vacations, and changes in routine staffing; posting staff vacancies and assisting in the hiring process.

• Monitors and contributes to the library website and calendar of events; posts pertinent information to each as well as writes occasional articles on library initiatives for the press.

• Maintains inventory records of equipment, furnishings, art and other library

• Provides circulation, reader’s advisory and reference assistance to patrons as needed and participates in collection development of the Library’s book and media collections, including the Art Department.

• Assists the Director as needed by representing the Library in meetings with other municipal departments, schools and other Cape Ann human service organizations as well as attending NOBLE meetings as voting member in the absence of the Director.

• Assists the Library Director in planning and developing grant applications and implementing related programs.

• Works with Library Director to plan, organize, and publicize a range of literary and cultural events and exhibitions as well as coordinating the Annual Holiday Open House and volunteer appreciation luncheon; participates in planning and organizing fund raising events.

• Makes periodic reports to Board of Directors, Director, and Mayor and maintains statistical information needed for such reports. Responsible for the Annual State ARIS report.

• Stays informed of professional issues, trends and attitudes, including managerial, financial, political and personnel issues through workshops, conferences, reading, professional literature, journals, electronic media, etc.

• Requires some Saturdays and may include some evenings. Based upon need, may be required to work flexible hours and function as Building Supervisor.

• Maintains a working knowledge of contemporary issues, trends and technology in the Library profession and is current with Library policies and procedures.

• Performs related duties as assigned.

Qualifications:

• Bachelor's degree in any subject and Master's in Library Science from ALA accredited program.

• Minimum of four years of professional level public library experience with emphasis in working with the public. Includes at least one year or more working in a supervisory role and same in administration.
Experience in working on the Reference desk.

Thoroughly trained and experienced in all latest technology initiatives including but not limited to automated library systems, Microsoft Office applications, social networking, web page design, trouble shooting and minor repair of computers, use of mobile apps.

Budget and finance experience. Ability to accurately maintain financial and accounting records and reconcile same.

Demonstrated administrative skills, including ability to train, supervise and evaluate staff. Must be able to maintain accurate records and prepare reports.

Considerable knowledge in supervision, motivation, and problem solving.

Exceptional communication skills, both oral and written.

Strong organizational skills with focused attention to detail.

Varied writing experience including web content, press releases, and newsletters.

Demonstrated ability to develop and maintain positive working relationships with patrons, staff, municipal employees and the general public.

Experience working with an integrated library system and emerging technology. Familiarity with downloadable media, web design, WordPress, and mobile applications. Considerable knowledge of and ease of use with technology and its use in public libraries.

Thorough knowledge in reference resources, and research techniques preferred, as well as experience in working in reference services.

Demonstrates comfort, ease, and expertise in working with all aspects of Microsoft Office.

Thorough knowledge in implementing appropriate leading edge technologies.

High degree of organizational, planning, and problem-solving skills.

Thorough knowledge in planning, developing, implementing and evaluating the goals, objectives, programs, policies, budgets and capital projects of a municipal library system and municipal accounting systems.

Good grant writing skills

Energetic and enthusiastic team player with a strong public service commitment.

Valid Massachusetts driver's license, means of transportation and willingness to travel to meetings and workshops.

Physical Requirements:

While performing the duties of this job, the employee is frequently required to walk, sit, and talk or hear. The employee is frequently required to use hands to finger, handle, feel or operate objects, tools or controls and reach with arms and hands. The employee is occasionally required to climb or balance, stoop, kneel, or crouch. They must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee should possess a valid driver’s license. Reasonable accommodations may be made to enable individuals to perform essential functions.