



Assistant Library Manager

GRADE: 63 CLASS CODE: ASM
DEPARTMENT: Public Services
FLSA STATUS: Exempt
UNION STATUS: Represented
REVISED DATE: October 2022

Summary:

Assist the Library Manager in ensuring the delivery of high quality library programs and services to the community based on community needs and the Timberland Regional Library Strategic Direction. Provide professional leadership in assigned library and across the district. Supervise assigned personnel, including Librarians and Operations Supervisors. Work is performed with independent judgement and initiative.

Reporting Relationships and Team Work:

Reports to a Library Manager.

Essential Duties and Responsibilities:

Class specifications are intended to provide a descriptive list illustrative of the range of duties performed by employees in the class. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

May be assigned any of the following duties:

1. Hires, trains, supervises, and monitors the performance of assigned library personnel; recommends promotions and disciplinary action including termination; ensures staff compliance with the District's policies and procedures.
2. Prepares employee work schedules, assigns work duties, and monitors departmental work flow.
3. Provides district-wide leadership and participates in developing district-wide goals.
4. Takes the lead on complex and specialized assignments within library and/or assigned area of responsibility district-wide.
5. Coordinates, schedules, and presents library programming for the local community, and completes program planning and evaluation reports. Coordinates and conducts a variety of community outreach activities..
6. Provides information and reader's advisory services to the community in and out of the library.

7. Keeps current with library trends and emerging technologies by seeking out and engaging in professional development opportunities and participating in professional organizations and committees.
8. Responds to and resolves disruptive patron incidents and issues impacting library and patron services.
9. Participates in the maintenance of assigned library collections and the library facility.
10. May assist in administering funding for programs and services as assigned.
11. Participates in developing library facility goals and departmental objectives.
12. Performs Library Manager 3 duties, as Interim Library Manager, when the Library Manager is on leave.
13. Performs other duties as assigned or required.

Core Skills and Qualities:

Employees are expected to demonstrate the following qualities at all times:

1. Demonstrate quality customer service to serve as an adequate resource to employees.
2. Communicate effectively.
3. Exhibit reliability and dependability.
4. Demonstrate a positive attitude and flexibility.
5. Work well with others, show respect, contribute to the team.
6. Demonstrate library values of service, integrity, collaboration and community focus.
7. Demonstrate leadership in handling multiple tasks.

Required Knowledge, Skills, and Abilities:

Employees are expected to perform or possess the following:

1. Principles and practices of library science.
2. Managing and coordinating library operations.
3. Assisting in ensuring the delivery of quality library services/programs to the community.
4. Overseeing the development, promotion, and delivery of library programs.
5. Methods for coordinating and delivering library programming.
6. Supervising, leading, and delegating tasks and authority.
7. Processes for conducting community outreach activities.
8. Library computer systems, databases, and software.
9. Customer service standards and procedures.
10. Establishing and maintaining effective working relationships with library staff, volunteers, patrons, and the general public.
11. Reader advisory and reference methods and techniques.
12. Community library operations, programs and services.

Technology Requirements:

- Strong computer skills, to include database management, word processing, creating spreadsheets, document management and organization, email applications and the internet.
- Knowledge of computerized information systems used to satisfactorily complete job responsibilities.

Education and Experience:

Master's Degree in Library Science or relevant Master's Program required, plus two years of related experience, including one year supervisory experience.

Licenses, Certifications, and Special Requirements:

- Valid Washington Driver's License is required.
- Must pass and maintain a criminal background check.
- The ability to work evenings and weekends and to adapt to schedule changes on short notice.
- State of Washington Librarian Certificate may be required.

Physical and Environmental Conditions:

- Work is performed in a library environment and involves regular contact with the public.
- Subject to sitting, standing, walking, bending, reaching and lifting objects up to 40 pounds.
- Must be able to push/pull library carts and lift/carry library materials.
- May be exposed to potentially intimidating and/or unreceptive members of the public.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions with this job.

This and all TRL positions are subject to transfer, based on library need.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job. Timberland Regional Library is also an Equal Opportunity Employer.