TITLE: Assistant Director of Public Services
Reports to: Executive Director
FLSA: Exempt
Hours: 40 hours per week
Compensation: $45,000-$52,000 Annual depending on education & experience
Benefits: Vacation, Sick Leave, Health Insurance, KPERS Retirement, Holiday Pay

JOB SUMMARY: Under the direction of the Executive Director, the Assistant Director of Public Services performs a variety of library tasks including collection development of determined areas of the collection, supervision of library staff and certain departments, providing customer service, and serving as primary administrator in the absence of the Executive Director.

ESSENTIAL JOB FUNCTIONS
A. LIBRARY PROGRAMMING:
1. Oversee the planning, and coordination of library programs in the youth services, adult, teen and bilingual service areas. May assist with conducting some programming with other staff.
2. Develop cooperative programs with community organizations.

B. COLLECTION DEVELOPMENT AND MAINTENANCE:
1. Assist with the review of selected materials by collection development team.
2. Assist with the organization of materials in all areas.
3. Some selection duties may be assigned dependent on areas of expertise and interest.

D. ADMINISTRATIVE DUTIES:
1. Enforce library and departmental policies and procedures.
2. Inform staff of situations, problems and opportunities as they arise.
3. Promotes and publicizes the services, programs and resources of the library, including giving tours and going to schools and organizations.
4. Interview, select, supervise, train, assign duties, schedule, coach, counsel and evaluate assigned staff.
5. Ensure all employee issues and concerns are addressed in a timely manner, encourage involvement from all staff and foster a positive team environment.
6. Assist with budget planning and manage budget for areas of responsibility.
7. Contributes to long-term planning for the library.
8. Keep statistics and prepare reports or presentations as needed.
9. Verify timesheets for staff supervised and assist with payroll processing in absence of Executive Director. Manage and approve time-off requests.
10. Serve as Primary Administrator in the absence of the Executive Director.
11. Train, schedule, and evaluate staff that report to this position.

E. AREAS SUPERVISED
1. Kansas Heritage Center (3 FTE)
2. Bilingual Services (1 FTE)
3. Customer Service Supervisor (1 FTE)
4. Youth Services (2 FTE)

G. WEBSITE AND SOCIAL MEDIA
1. Assist with the maintenance of the Website
2. Create and post content to each of our social media accounts.
3. Relay contents of contact form on website to the appropriate individual and department.

ADDITIONAL DUTIES:

1. Oversee and perform daily tasks, ex. straightening shelves, shelving materials, and circulating materials.
2. Attend workshops or training as needed.
3. Attend and participate in DCPL staff and committee meetings as appropriate.
4. Create partnerships and awareness through engagement in various sectors of the community.
5. Other duties as assigned by the director.
6. Work occasional shifts at service points.

EDUCATION, EXPERIENCE, OTHER REQUIREMENTS: Master's Degree in Library Science from an ALA-accredited institution strongly preferred, or completion within 1 year of employment. Bachelor's degree in education, literature, management, business, human resources or other relevant degree required. 3 years progressively responsible experience working in a library, with at least one year in a supervisory position. Must have a valid driver's license.

SKILLS:

- Ability to plan, organize and coordinate a work routine.
- Exhibit creativity, energy with an enthusiastic attitude to promote positive community spirit and friendship.
- Basic computer skills including knowledge of MS office software and ability to learn the library circulation system.
- Relate to patrons of all ages with diverse needs and backgrounds.
- Good communication, verbal and written skills.
- Demonstrates exceptional customer service skills.

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