



Job Title: Assistant Director (Public Services)	Department: Administration
Classification: Librarian II	FLSA Status: Exempt
Reports to: Library Director	Supervises: East and West Regional Librarians and Circulation Supervisors at the Hahnville, Norco, St. Rose, and Paradis branches

Primary Duties

- Supervise the East and West Regional Librarians and the Circulation Supervisors at Hahnville, Norco, St. Rose and Paradis branches, providing leadership in working relationships and communication and ensuring high productivity and quality public services.
- Oversee and coordinate staff training and development, including continuing education and planning of bi-annual all-staff meetings.
- Work with other departments as appropriate to facilitate maintenance and development of branch facilities and collections.
- Assist the Library Director with overall organization, oversight, planning and goal-setting for the library system and act in the absence of the Director.
- Assist the Director in budget preparation.
- Assist in the formulation, implementation, and evaluation of library goals, policies, and procedures.
- Advise and evaluate proposals that have system-wide application.
- Prepare or assist in the review of special reports and grants.
- Assist in the selection of personnel.
- Attend and participate in staff meeting discussions, including but not limited to all-staff meetings and regularly scheduled librarian and supervisor meetings.
- Stay abreast of current trends and issues in library science and general library programming and services by attending professional library conferences, seminars, webinars and other continuing education opportunities and by reading the current library science literature.
- Obtain and retain memberships in and participate in activities of applicable professional associations.
- Plans, organizes, and implements special projects as needed or determined by the Director.
- Work cooperatively and in professional harmony with staff members, administrators, and the community.
- Follow all library policies and procedures.
- Perform other duties and assignments as required.

Education, Experience, and Training

- Master's Degree in Library and Information Science from an institution accredited by the American Library Association.
- Experience in a public library setting with minimum of five years of administrative and supervisory library experience.

Knowledge, Skills, and Abilities

- Enthusiastic about public library programs and services and the ability to motivate and spark excitement, initiative, and creativity in team members.
- Strong supervisory skills with ability to mentor, coach, and counsel team members in a positive and effective manner.
- Communicates effectively orally and in writing, with a demonstrated ability to speak in public to both small and large groups.
- Highly developed interpersonal skills, including the ability to establish and maintain effective and positive working relationships with library personnel, patrons of all ages, and community partners.
- Ability to work well in groups and individually with little supervision
- Detail-oriented with a demonstrated organizational ability, including the ability to successfully manage multiple projects with tight timelines, schedules, and deadlines with little supervision.
- Excellent keyboarding skills using software such as Microsoft Word, Excel, Outlook, PowerPoint and Publisher.
- Knowledge of standard library procedures, current information technology, Internet and database search capabilities.
- Experience and knowledge of library automation systems
- Ability to exhibit good judgment and establish effective working relationships with staff, colleagues within the library system and the community

Hours and Working Conditions:

- Regular work schedule is 8:30am – 5:00pm Monday through Friday but some weekend and evenings may be required.
- Ability to lift and move items and materials up to 30 pounds in weight.