

## FLINT PUBLIC LIBRARY ASSISTANT DIRECTOR

### **Position Purpose:**

Works closely with and under the general direction of the Library Director. Substitutes for the Director in his/her absence. Responsible for maintaining library accounts and other accounting and budget duties. Performs administrative duties, including maintaining library statistics necessary for state reports, maintaining library files and personnel files and schedules. Performs public service duties including answering the phone, helping patrons find information, support to other staff on shift. Oversees the historical collections at the library and the bulletin boards. Performs all other related work as required.

### **Supervision:**

*Supervision Scope:* Performs complex and responsible duties requiring a high level of initiative and judgment in the administration and execution of the Department's fiscal accounts, administrative duties, and support of library services to the public.

*Supervision Received:* Supervised by the Library Director and works closely with the Director. Substitutes for the director in his/her absence.

*Supervision Given:* Assists and supports the Library Director in the supervision and discipline of all library staff.

### **Job Environment:**

Work is performed under typical office and municipal library conditions. Essential functions are regularly performed without exposure to adverse environmental conditions. Library operating hours may require evening and weekend work. The Assistant Director works in a busy office setting with frequent interruptions.

Has a working knowledge of current technology including but not limited to: computers, printers, scanners, facsimile machines, copiers, telephone systems, library's alarm systems, electronic devices, and other standard office/library equipment.

Has frequent contact with other patrons, vendors/service providers, community clubs/organizations, and staff from other libraries in the consortium, book dealers/library material vendors, local businesses, Friends of the Flint Public Library, and the general public. Work requires significant internal and external interaction.

Has access to some department-level confidential information, which requires the application of appropriate judgment, discretion and professional office protocols.

### **Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

### **Accounting/Budget Duties:**

Assists in the preparation of the budget and in maintaining fiscal control of library accounts.  
Handles cash and maintains ledgers and cash reports.  
Prepares bi-weekly warrant for personnel pay.  
Prepares monthly warrant for line item expenditures and enters into Munis.  
Prepares monthly budget report for Library Director and Library Trustees.  
Keeps track of and orders office and building supplies, and has a knowledge of library resources.  
Supervises personnel schedules, pay and benefitted time.  
Maintains record of lost book payments  
Prepares reports, collects and counts monies received from fees, delivers to tax office.  
Other duties as assigned.

### **Administrative Duties:**

Assists in hiring new employees and prepares new employee forms for signature.  
Maintains library statistics regarding circulation and attendance.  
Maintains binder of library personnel history and oversees historical collections.  
Updates library staff and town contact information list.  
Oversees periodical selection, inventory and weeding.  
Prepares ARIS Report and State Financial Report in collaboration with the Library Director.  
Organizes, updates and renews Museum Pass memberships.  
Prepares monthly statistic reports for Library Director and Library Trustees.  
Maintains library notebook of the Trustees meetings and minutes.  
Oversees signage in the library such as closed dates and important notices to patrons.  
Oversees some building maintenance such as monitoring drains, filters for dehumidifier.  
Checks the people counter on a regular basis to make sure it is working properly.  
Works to maintain a clean, quiet, and inviting ambiance in the library.  
Performs similar or related work as required.

### **Public Service Duties:**

Assists Circulation Librarian with acquisition decisions and collection development.  
Works at circulation desk when necessary, answering the phone and assisting patrons.  
Performs internet searching and assists patrons with electronic retrieval of information as needed.  
Occasionally operates as a Readers' Advisor.  
Maintains Community Bulletin Board and Information and Reference Pamphlet Files.  
Ability to interact tactfully and appropriately with the public.  
Conducts oneself in a professional and respectful manner, in the library, the community and on social media.  
Provides eBook and other technology assistance to patrons as needed.  
Other duties as assigned.

### **Recommended Minimum Qualifications:**

#### **Education, Training and Experience:**

Bachelor of Science degree and a working knowledge of accounting and business management, supplemented by two (2) years of library experience at a responsible level; or equivalent

combination of education, training and experience which provides the requisite knowledge, skills, and abilities for this job.

Knowledge, Ability and Skill:

*Knowledge:* Considerable knowledge of library administration and management as applied to automation, personnel, collection development, planning, and budgeting. Extensive knowledge of current library technology and its application within a library. Knowledge of standard office procedures, practices, forms, and equipment.

*Ability:* Ability to communicate effectively with the all members of the public, including children and teens, in a courteous and tactful manner. Ability to fairly and tactfully enforce library policies. Ability to understand, operate, and troubleshoot computer systems and associated related software. Ability to prioritize daily needs and operations in the library office.

*Skill:* Flexibility in order to adapt to constantly changing technology. Good public speaking skills. Excellent public relations skills to deal with people effectively and appropriately. Strong budgetary and financial management skills.

Physical Requirements:

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.* Tasks require the ability to exert light physical effort, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (40 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Vision and hearing at or correctable to normal ranges. Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions. Ability to access multi-level library building.

*(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)*