

## **Ridgefield Library Association**

**Job Title:** Assistant Library Director

**Reports to:** Library Director

### **Purpose:**

The Assistant Library Director serves as the operational manager of the Library under the general supervision of the Library Director and as part of the Senior Administration team. Maintains best practices in the supervision of staff and provision of Library services. Keeps current on Library issues, trends, programming and technology. Serves as a key member of Library community outreach efforts. Leads and coordinates programming across departments. Leads and coordinates Library communications and public relations. Promotes a culture that reflects the Library's values, encourages good performance and rewards creativity, innovation and productivity. Key position in setting the future direction of the Library by working towards the goals and objectives embodied in the Library's Strategic Plan.

### **Essential Duties & Responsibilities:**

- Operational management of the Library, including planning, supervision and coordination of all public facing services, resources, programming and collections in partnership with Department Heads.
- Direct supervision of Adult Services Department Head, Children's Services Department Head, Circulation Department Head and Collection Management Department Head. Includes oversight of department planning, coordinating, reporting, budget and personnel.
- Direct supervision of Communications Assistant; shared supervision with Library Director of Executive Assistant/Facilities Manager, Administrative Assistant-HR.
- Leads and coordinates Library communications across departments, including website and social media.
- Leads in pursuit of grant funding streams for restricted purposes.
- Assists in the assurance of safe conditions for staff, public and building operations.
- Assists in development of Library policies and procedures.
- Assists in developing and implementing the Library's Strategic Plan.
- Oversees tracking and reporting of Library usage metrics.
- Assists in staff training, development, evaluation and hiring.
- In conjunction with Library Director participates in public relations and community outreach.
- Assists in financial management with responsibilities in budget setting, tracking, invoicing and reporting in coordination with Senior Administration team and Financial Services Consultant.
- Supports all Library Development efforts, as required.
- Support and liaise with the Friends of the Ridgefield Library.
- Oversees the intake, assignment of duties and supervision of Library volunteers and interns.
- Participates in professional networks, educational and leadership

activities.

- Performs other duties as assigned.

**Required Knowledge & Skills:**

- Exceptional communication, public relations and interpersonal skills.
- Exceptional commitment to providing welcoming and effective patron service.
- Exceptional commitment to working within a team environment and to supporting, training and developing staff.
- Exceptional understanding of public library services, trends, systems and operations.
- Demonstrated success in establishing and maintaining effective working relationships with Board of Directors, Staff, Friends of the Library, community groups and other related agencies.
- Demonstrated understanding and success with multi-organizational strategic alliances.
- Demonstrated success in grant writing and management.
- Strong working knowledge of project management, data analysis and outcome measurements in a public library setting.
- Strong written and verbal communication, listening, organization and priority setting skills.
- Strong technical skills with strong working knowledge of Integrated Library Systems (ILS) – Evergreen preferred, MS Office applications, MS Teams, Office 365.
- Working knowledge of WordPress, Quickbooks, fundraising CRM (Bloomerang preferred).
- Working knowledge of Library resource platforms and databases.

**Qualifications:**

- MLS from ALA accredited school of library/information science
- Minimum of five years of progressively responsible public library management experience.

**Physical Requirements:**

- Ability to lift up to 40 pounds
- Ability to push and pull carts weighing up to 80 pounds

**Position:**

- The Assistant Library Director is a full-time, exempt, salaried position.
- Work is on site five days a week for a minimum of thirty-five hours per week. The demands of the position will require additional hours and occasional evening and weekend work.