



Albany County Public Library

LARAMIE • CENTENNIAL • ROCK RIVER

ALBANY COUNTY PUBLIC LIBRARY JOB DESCRIPTION Assistant Library Director

Position Description

Job Title: Assistant Library Director	Prepared By: ACPL Board of Directors
Classification: Administration	Prepared Date: December 19, 2016
Department: ACPL	Approved By: Library Director
Reports To: Library Director	Approved Date: October 20, 2017
Location: ACPL, Laramie, Wyoming	FLSA Status: Exempt

Job Summary

- Act as Second-in-Command of the library; serve as First-in-Command in the absence of the Library Director.
- Develop a symbiotic relationship with the Library Director focused on making informed decisions for the library and sharing job tasks based on professional strengths.
- Serve on the library's management team, providing input and recommendations regarding library operations and assisting the Library Director with general oversight on projects and direction.

Duties and Responsibilities

ACPL Board of Directors:

- Collaborate with the board and Library Director to prepare materials for meetings, including: agendas, reports, policy manual revisions, and annual budget recommendation.
- Provide professional advice on library issues, especially strategic direction, planning, budgeting, and policy to the board.
- Review and recommend library and personnel policies; write, interpret, and enforce library procedure; supervise appropriate follow up based on board's direction; distribute policy updates to the public.

Financial Management:

- Develop a specific understanding of the library's funds, including authorizing use of approved budget, ensuring equal distribution of resources to library departments, managing accounts and making projections.
- Actively and creatively solve problems related to funding complications and seek out cost-saving opportunities.
- Manage large-scale projects by allocating funding and overseeing estimates.

Human Resources:

- Function as Human Resource Director; supervise payroll and employee health insurance; manage and review vacation and sick time accruals.
- Ensure accurate and complete records on all employees in accordance with federal, state, and local laws, as well as ACPL procedures; supervise record retention schedule compliance and filing.
- Manage workforce based on organization goals and staffing needs; ensure accurate recruitment of staff based on library strategies; oversee job-related documents.
- Follow methods for evaluation of performance and take action to address performance problems.

Leadership:

- Collaborate with the Library Director to guide the overall vision and direction of the library.
- Motivate staff to actively contribute to the organization creating a culture of trust and fostering an environment where all staff are valued.
- Support staff's efforts to achieve organizational excellence and encourage a library-wide spirit of cooperation.

Supervision:

- Demonstrate library-wide expectations for all staff based on policy and procedure; follow organizational hierarchy.
- Hire, train, supervise and evaluate the Bookkeeper, Facilities Maintenance Specialist, Information Technology, community service workers, contract employees, and library branch staff.
- Supervise maintenance of library building and grounds; oversee custodial and maintenance related supply ordering and inventory.
- Develop attainable goals for staff and self; communicate clear expectations; provide consistent feedback; and enable staff to successfully meet goals.

Community Relations:

- Develop a clear understanding of the financial assistance provided by the Albany County Public Library Foundation and the Friends of the Albany County Public Library.
- Ensure that the library is a visible and valued part of the community through educational outreach on library services and programs.
- Identify and maintain partnerships with local, regional, and state organizations through participation in community and professional groups.

Staff Development:

- Ensure high staff morale by building a culture that encourages strategic teamwork through the use of shared resources and openness to change.
- Lead staff development opportunities based on training needs; actively seek ways to train and mentor staff; assist staff in finding professional development opportunities and create development plans for staff to gain necessary competencies.

Minimum Qualifications

- Master of Business Administration or Master of Public Administration degree preferred, other degrees and relevant experience may be considered. Coursework in finance, business, human resources, and management helpful.
- Three to five years of administrative or managerial experience preferred.
- Library experience and coursework helpful.

Competencies

- **Accountability:** Acts decisively, shows transparency and assumes responsibility for making critical decisions; seeks to correct and learn from mistakes; solves problems in a thorough, yet timely manner; ability to work under tight deadlines and changing circumstances; works calmly through difficult tasks.
- **Adaptability:** Responds effectively to changes in direction; accepts new challenges and responsibilities; maintains a level head during difficult situations; shows foresight by anticipating problems and opportunities; accepts and learns new technologies.
- **Communication:** Presents information in a form that is understandable and accurate; listens actively; takes into account different audiences; builds strong work relationships with courtesy, sensitivity, trust, and respect.
- **Interpersonal Effectiveness:** Values diverse cultures and beliefs; effectively builds relationships based on understanding of personality types; inspires individuals to succeed; maintains a positive attitude; accepts input and help from others; able to give and receive constructive feedback.
- **Library Ethics:** Understands and acts in accordance with the values and ethics of library service, including the Library Bill of Rights, confidentiality of library records and privacy issues; distinguishes between personal convictions and professional duties by not allowing personal beliefs to interfere with providing equitable library services to all patrons.
- **Objectivity and Conflict Management:** Encourages differences of opinion; anticipates and takes steps to prevent confrontations; manages and resolves conflicts and disagreements in a constructive and unbiased manner.

Other Requirements

- Required background check for final candidate.
- Must have a valid driver's license, a good driving record, and be able to meet the driver policy requirements. Documentation will be required for final candidate.
- Expected to work a minimum of 40 hours per week. Some weekend and evening hours required as needed.

Salary & Benefits

- This is a salaried position. The salary range is \$47,000 - \$60,000, depending on experience and qualifications.
- This is a full-time, benefitted position. Benefit package includes: Blue Cross Blue Shield of Wyoming Medical Insurance paid by employer; life, dental, and vision paid by employer; and required statewide retirement plan.

Disclaimer

The above statements are intended to describe the general nature and level of work performed by employees assigned to this position. It is not designed to contain or be interpreted as a comprehensive list of all duties, responsibilities, and qualifications. ACPL reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

Albany County Public Library provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, or disability. In addition to federal law requirements, ACPL complies with applicable state and local laws governing nondiscrimination in employment. This applies to all terms and conditions of employment.

Application Instructions

- Open until filled. Review of applications will begin Friday, November 3
- Email cover letter and resume to Ruth Troyanek, rtroyanek@albanycountylibrary.org
- Questions can be directed to Ruth Troyanek, rtroyanek@albanycountylibrary.org