

HELEN PLUM LIBRARY

JOB DESCRIPTION

TITLE: Assistant Director

RELATIONSHIPS: Reports to Executive Director; Works collaboratively with the Executive Director and Management Team

This position is held by one employee in a full-time exempt capacity. This job description is meant to be a general guide to the responsibilities and duties of the position and is not intended to list every possible task an employee is called upon to perform.

POSITION DESCRIPTION

The Assistant Director is responsible for assisting and supporting the Executive Director in all aspects of library operations. The Assistant Director has decision-making authority in the absence of the Library Director or as necessary. The Assistant Director collaborates with and acts as an advisor to managers regarding services to the community, internal initiatives, and outreach efforts.

ESSENTIAL RESPONSIBILITIES AND DUTIES

Ongoing Strategic Plan Implementation

- Participates in long-range and high-level strategic planning to improve internal functions and delivery of library services to the community
- Model innovation, creativity, and leadership that is inclusive, transparent, and empowering in a manner that upholds HPL's [Mission and Vision](#) and [Culture Code](#)
- Demonstrates the ability to analyze and interpret reports for internal and external communication

High Quality Library Services

- Provides consistently professional, gracious, and friendly service to patrons and colleagues
- Works collaboratively to oversee cross-departmental programs, large-scale events, and exhibits
- Focuses on current and emerging trends in library operations relevant to the Lombard community
- Demonstrates a commitment to actively participating with library professionals beyond our local community to share experiences and to increase awareness of trends and innovations in the library field

Team Development

- Maintains an environment where initiative, personal responsibility, and teamwork are hallmark
- Communicates and works effectively (both individually and as a team member) with all levels of Library staff
- Assists with or independently facilitates purposeful staff meetings

- Demonstrates the ability to transition quickly from individual, detail-oriented projects to collaborative, people-oriented conversations
- Navigates difficult conversations with a commitment to understanding multiple perspectives
- Encourages and supports ongoing professional development of HPL staff
- Participates in professional development, meetings, and assigned training

Operational Effectiveness & Safety

- Understands Library policies and procedures and demonstrates a commitment to supporting their successful implementation
- Assists with Library policy review and development
- Assists with the development of emergency procedures and safety protocols
- Oversees Person in Charge training with Facilities and Security Services Manager
- Acts as a Person in Charge; takes action to deal with potentially disruptive or problematic situations
- Assists with Library-wide budget planning

ABILITIES, KNOWLEDGE, SKILLS, AND OTHER JOB REQUIREMENTS

- Understands that public service is at the forefront of all work activities
- Excellent verbal, written, and interpersonal skills
- Well-organized, attentive to detail, and able to prioritize tasks
- Exercises appropriate judgement and discretion
- Professional in appearance and demeanor
- Flexible and adaptable to new situations
- Demonstrates computer skills and a commitment to maintaining computer literacy, including Excel competency in formats, formulas, and graphs
- Ability to work in an office and active public library environment
- Ability to travel locally and nationally

QUALIFICATIONS

- MLIS from an ALA-accredited school
- Minimum five years of public library experience, including experience in programming, collection development, and budget management
- Minimum three years of public library managerial experience

Reasonable accommodation may be provided to enable an individual with disability to perform essential Assistant Director functions