

Cheltenham Township Library System

Job Description

Date: April 1, 2023

FSLA Status: Exempt

Job Title: Assistant Director

Reports to: Executive Director

Job Summary:

The position of Assistant Director is a high-level administrative position which oversees and holds significant responsibility for several units of library support operations and public services staff. Under the supervision of the Executive Director, with latitude for independent judgement and decision making, this position provides leadership for staff and is responsible for multiple aspects of the administration of the library system. The Assistant Director is an integral part of the leadership team, acting in the absence of the Executive Director. The position requires evening, weekend, and on-call hours as needed.

Primary Responsibilities:

Leadership

- Functions as a member of the library's leadership team along with the Executive Director, Head Librarians and Accounting Manager. Acts in the absence of the Executive Director.
- Participates in system level decision making by attending meetings, recommending service improvements, assisting with special projects, implementing long-range plans and contributing to policy drafting, procedure and service development.
- Directly oversees staff and operations at the seasonal branches during their seasonal opening, providing management and leadership to branch staff to support all aspects of human resource development including interviewing, hiring, and training, scheduling, work duties, performance feedback and coaching, and promoting continuous improvement for all.
- Participates in MCLINC and Montgomery District wide project and programs as time allows.
- Represent the library at various meetings and outreach events as assigned.

Administrative

- Participates in the development and administration of the library's budget and assists with the forecast of additional funds needed.
- Directs the monitoring and approving of expenditures and oversight of the procurement card.
- Oversees matters relating to facilities. Works with Head Librarians and Branch Managers to direct building and grounds maintenance, and major equipment acquisition and maintenance.
- Negotiates, manages or oversees project-related contracts with vendors, contractors, service providers. Assists in bid processes and monitoring for all library contracts.
- Assists in fundraising activities, grant writing, and fiscal management.

Assistant Director

- Assists in preparation of monthly Board of Trustee reports, annual state report and a wide-range of other reports as directed.
- Makes recommendations and manages system-wide subscription databases.
- Manages and coordinates all employee benefits to include health insurance, group life, AD&D, LTD, worker compensation (enrollments, terminations, co-pays, plan changes, regulatory compliance, etc.).
- Acts as the main contact for personnel benefits. Communicates changes in the library's benefit administration and ensures proper compliance is followed.

Secondary Responsibilities:

- Reads journals/publications for professional development.
- Participates in staff meetings and trainings.
- May attend local, regional, and state workshops and conferences.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of public library principles and practices. Ability to learn and apply local library policies.
- Understanding and experience with public library finances.
- Understanding and experience with personnel benefits.
- Experience with vendors, contractors, and other service providers.
- Proficiency with Microsoft Office, Google Suite, digital services and devices.
- Ability to deal effectively both openly and confidentially with the public and the library staff.
- Ability to work with the Montgomery County Library Consortium, the Office of Commonwealth Libraries, and other library affiliates.
- Ability to work independently and adapt to changing priorities.
- Organizational ability to set goals, meet deadlines, and work independently with a high attention to detail.
- Ability to express ideas clearly and effectively to individuals and groups through verbal, written, and visual communication.

Requirements:

- Master's degree in Library Information Science from an ALA accredited institution.
- Five to seven years' increasingly responsible experience in a public library.
- Three to five years' direct supervisory experience overseeing staff who provide customer service.

Physical Requirements:

- Ability to lift, carry, and transport up to 40 pounds.
- Ability to enter and access information on a computer.

Working Conditions:

- Climate-controlled building. May work off campus in a variety of environments.

Assistant Director

- Ability to work harmoniously with other library employees.
- Supports an equitable, safe, diverse, and inclusive workplace.

Reporting Relationship:

- Reports to the Executive Director. In absence of that person, reports to President of the Board of Library Directors of Cheltenham Township.
- Directly supervises: Public service staff at seasonal branches.

The above is intended to describe the primary responsibilities, the secondary responsibilities, and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

Approvals:

Executive Director: _____ **Date:** _____

EMPLOYEE ACKNOWLEDGEMENT:

I hereby certify that I have read and understand my position description. In addition, I accept the responsibility of this position and acknowledge that I have received a copy of my position description. I also acknowledge that I may be required to work at another CTLS location as needed and that I will participate in evening and weekend rotation as needed.

Employee: _____ **Date:** _____