



JOB DESCRIPTION

CITY OF MOLALLA

Department: Library
Job Title: Assistant Director

FLSA Status: Non-Exempt
Department: Library
Union Representation: Unrepresented
Supervised by Library Director

Class Summary

The Assistant Director supervises and schedules the circulation staff, provides training for staff, purchases and catalogs materials, and works under the direction of the Library Director.

Duties and Responsibilities

(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)

1. Assist the Director in recruiting, selecting, and evaluating personnel.
2. Responsible for training of circulation staff and volunteers.
3. Assist in planning, organizing, and implementing library services and programs as well as administering the budget.
4. Supervise library operations in the absence of the Library Director.
5. Supervise and schedule circulation assistants and pages.
6. Participate in repairing, recovering, and cleaning damaged and soiled library items.
7. Assist with maintaining library facility and equipment.
8. Order library supplies and library material while maintaining budgets and records.
9. Catalog materials. Process them according to demand.
10. Organize the collection including reports for weeding.

11. Prepare deposits when needed.
12. Work with vendor for yearly magazine renewals.
13. Possess knowledge of library organization, terminology, and processes.
14. Request materials through the interlibrary loan process as requested by patrons.
15. Respond to inquiries and provide customer service and assistance to patrons and staff.
16. Help maintain library computers and troubleshoot problems.
17. Attend internal, city, and county meetings as assigned.

The above description covers the most significant duties performed but does not exclude other occasional work assignments not mentioned.

Qualifications

REQUIRED

- Bachelor's degree or equivalent work experience.
- Six years' experience in professional library work, three of which must have been in supervisory and administrative capacities.
- Read and speak English fluently.
- Computer knowledge and expertise.
- Valid Oregon driver's license.

PREFERRED

- Speak Spanish and/or Russian.
- Masters of Library Science or Information Science degree. (MLS, MLIS).

Skills and Knowledge Required

- Knowledge of management and supervisory practices.
- Ability to create and maintain a budget including cash handling skills.
- Knowledge of library best practices in all areas of the library.
- Ability to travel for outreach and meetings.
- Ability to promote positive public relations, and provide good customer service.
- Effectively communicate and interact cooperatively with coworkers, supervisors, contractors, and the general public to complete projects.

Work Environment

Job functions are performed primarily at the library during closed and open hours. There is some travel to meetings or for outreach. Hours may include evening and weekend shifts.

Approved



Dan Huff, City Manager

Date

1-18-18