



**TOWN OF PELHAM**  
**Pelham Public Library**  
**Assistant Director**

**General Description:**

Responsible for assisting the Library Director in the planning, organization, supervision, and development of all library services, personnel, operations and programs. Assumes the duties of the Library Director in his/her absence. Assists in personnel selection. Assists Director in evaluation and assessment of overall departmental functions. Monitors local, state and national trends that may affect library service and provides guidance in how to respond to them in light of the Library's Mission, Vision and Long Range Plan. Responsible for some collection development.

**Qualifications, Education, Experience, Skills Required**

- Masters of Library and Information Science from an ALA approved program.
- A minimum of three to five years of professional public library experience, with at least 2 years supervisory experience.
- Experience in Reference, Circulation and Community Relations preferred.
- Knowledge of the principles of library administration and policy, including collection development, planning, coordination, scheduling, and budgeting.
- Knowledge of library technology products including but not limited to: online databases, integrated library systems, audiobook/ebook technology and bibliographic resources.
- High level of knowledge related to online productivity resources such as Google Suite apps, Microsoft office, website content management tools, Windows, online social media platforms, and presentation applications.
- Experience in Drupal or similar website content management systems required; web design and/or graphic design skills a plus.
- Ability to write press releases and promote the library through print, town government and online channels; expert in social media.
- Strong written and oral communication skills and the capacity to project a positive public image and make effective public presentations. Cognitive and sensory requirements consistent with the high degree of communication and interpersonal activity demanded by the position's functions and duties.
- Highly motivated, creative and flexible with the ability to prioritize tasks and work independently.
- Strong time project and time management skills to balance competing demands and oversee events and projects in various stages of planning.

- Considerable ability to establish and maintain effective working relationships with superiors, subordinates, associates, officials of other agencies and the general public.
- Ability to assess community, state, and national trends relating to library services and effectively assist the Director in analyzing and evaluating existing and potential future services, programs, and collections.

### **Specific Duties**

- Assumes responsibility for all staff and patrons and the library building in the absence of the Director.
- Assists the Director in budget preparations, paying bills, and doing payroll.
- Assists Director with training, mentoring, supervising and evaluating staff. Supports established expectations for customer service and professionalism among all staff.
- Submits monthly and annual statistical reports with narrative to the Director and Board of Trustees regarding circulation, adult reference services, programming, digital presence, etc.
- Assists in developing and writing library policies.
- Supervise and participate in all aspects of Adult Services, including Reference and Circulation.
- Plans and implements adult programming including programming for Senior population.
- Attends professional and community meetings that may meet in evenings or weekends.
- Works with Outreach Coordinator for planning and implementing outreach services; connecting the library with the community.
- Assists Director in selecting social media channels.
- Creates website content for adult services and helps maintain general webpages.
- Works with Library staff to identify and secure grants or other sources of funding for programs.
- Collaborates with other local and state programming librarians to grow adult programming, e.g., ‘Summer Reading Program’.
- Maintains working knowledge of contemporary issues, trends and technology in the library profession by attending workshops and professional meetings, and by reading current literature.
- Keeps current in best practices and uses them to keep library procedures up to date.
- Participates in job-related activities and outreach with professional and community organizations.
- Evaluates, selects and plans withdrawal of materials for Adult Fiction and Adult Large Print collections.
- Performs duties in other library areas and participates in library special projects as needed or as requested by Director.

### **Supervision Received:**

Works under the general supervision of the Library Director within general procedural and policy guidelines.

### **Physical and Environmental Standards:**

- Operates in open public areas with high public traffic volume.
- Frequent interruptions to assist library patrons, staff and volunteers.

- Job requires ambulating around Library; is not completely sedentary.
- Travel by personal automobile to professional meetings, workshops, and conferences.
- May spend extended periods at computer, on telephone, or operating other office machines, requiring eye-hand coordination and finger dexterity.
- Regular schedule includes one evening and occasional weekend hours.

*This position is salaried, benefitted and FLSA exempt. This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities that comprise this position.*