

**City of Salem**  
**CLASS SPECIFICATION**

CLASS. TITLE:	Assistant Library Director	CLASS. CODE: 0308
DEPARTMENT:	Library	FLSA: E
REPORTS TO:	Library Director	DATE: 9/1/2002

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**Job Summary:**

Assumes direction of all public library activities in the absence of the Library Director. Solves most technical and administrative problems independently through the application of professional library techniques and within a policy framework established by the Library Director. Identifies potential sources of improvement to library services and technology; obtains revenue sources and manages implementation of improvements.

**Essential Job Functions**

(All functions may not be performed by all incumbents.)

1. Confers with and advises Library Director and managers on operations, new program ideas, problem-solving.
2. Advises managers on budget and staffing issues.
3. Participates in Library Board meetings; Serves as Acting Director when Director is absent.
4. Develops library system budget by synthesizing division budget requests, track expenditures and directs division managers on budget matters, authorizes payments via FIMS, develops and coordinates budget reports with City Finance Department.
5. Manages Central Library facility: coordinates repairs/maintenance with City Facilities Division; research and implements equipment, furnishings, and technology upgrades.
6. Supervises circulation, youth, and adult services division managers; supervises library custodian and network support technician, advises City Security Officer assigned to library.
7. Administers/manages OPEN.ORG Enterprise Fund: develops budget and authorizes payments, coordinates technical and operational support with Marion/Salem data Center, advises customer accounts staff.
8. Plans, assigns, supervises and participates in the operation of the Public Service activities of the library including adult Circulation, Children's, Audio-Visual, Reference, and other public areas and services.
9. Analyzes library operations, reviews policies and procedures, develops and monitors budget expenditures, formulates and submits grant proposals.
10. Selects and assists in selecting materials for acquisition.
11. Oversees volunteer activities.
12. Supervises and participates in answering reference questions; appraises the library's effectiveness in meeting reference needs; provides training and direction to subordinates in developing reference resources.
13. Prepares standard and special reports; prepares recommendations on developing procedures and responsibilities; reviews circulation and registration systems.
14. Represents the library to professional, civic and support groups.

**Important Job Functions**

1. Interviews, hires, and participates in training new library managers and professional librarians.

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2. Researches, develops surveys, and produces Library strategic plans; develops new service/technology improvement projects; develops, researches, and implements grant projects.
3. Conducts research and answers public informational questions; monitors service quality at main public service desks; selects new adult non-fiction books.
4. Serves as Library Liaison to friends of the Library: participates in Friends monthly meetings and work sessions, advises and serves on Friends of the Library Board; participates in Friends book sale, volunteer recognition events, and special projects.
5. Performs other duties as required by supervisor.
6. Attends meetings and various training seminars and conferences as required.
7. Serves on City of Salem Committees.

**MATERIAL AND EQUIPMENT USED:**

- Desktop computer
- Networked client/server and Internet-based computer systems
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Master's degree from an accredited college or university in Library Science or a related field; and,

Seven (7) to ten (10) years of experience in a related field; or,

Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

**License(s) and Certification(s):**

- None required.

**KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

- Principles, practices, and philosophy of library science, automated systems, library budgeting, and effective communication skills.
- Techniques of research and reference work.
- Objectives and techniques of public library service to the community.
- Modern technology related to the delivery of public library services.
- Contemporary office practices and procedures and basic office software products.

**Ability to:**

- Communicate effectively verbally and in writing to a wide range of individuals.
- Plan, organize, train, and direct the activities of a variety of technical and professional library personnel.
- Coordinate various library services and to apply them successfully to varied publics, reader interest, and reader levels.
- Anticipate and resolve issues and involve others in modern problem solving processes.
- Speak and present effectively in front of large groups.
- Work independently and make decisions with minimal supervision.

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- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Maintain required work hours and attendance.

**Physically able to:**

- Sit, keyboard, write, hear and speak for extended periods.
- Stand frequently for extended periods on occasion.
- Bend, kneel, or stoop.
- Lift up to 50 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.