

## **JOB DESCRIPTION ASSISTANT DIRECTOR**

Job Title	Assistant Director
Status:	Full time ,40 hr week, hours assigned vary but may include nights and weekends.
Wage:	\$15.67 or Step 1
Fringe Benefits:	Sick/vacation days; health insurance: IPERS
Location:	Le Mars library
Reports to:	Library Director

The Assistant Director works under the general direction of the Library Director, performing professional administrative duties that include supervising and daily operation of the library.

### **MAJOR AREAS OF RESPONSIBILITY:**

- Assist the library director in managing and providing library services to patrons.
- Administrate the library and supervise staff in Director's absence.
- Maintain financial records and prepare bills for monthly Library Board meetings
- Attend monthly board meetings and prepare minutes
- Select and order large print materials and adult paperbacks
- Order leased books and rotate and return materials
- Order supplies for the library from various vendors
- Tally money drawers and deposit with City Hall
- Assist with ILL as needed
- Process new materials
- Develop monthly work schedules with Library Director
- Perform other duties as assigned by the library director.
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### **EDUCATION AND EXPERIENCE:**

- Experience in finance and staff relations
- Previous work in library related fields  
Some coursework in business, education, or library related field

### **KNOWLEDGE AND ABILITY:**

- Knowledge of basic computer and internet operations
- Knowledge of library terminology and organization

### **SUPERVISION:**

- Works under supervision of Library Director

### **SUPERVISION OF OTHERS:**

- Circulation Desk Staff

### **DISCLAIMER:**

The intent of this job description is to provide a representative summary of the major duties and responsibilities of the position. Incumbents may be required to perform other job related tasks other than those specifically presented in this description.