



## CITY OF LEON VALLEY JOB DESCRIPTION

**JOB TITLE:** Assistant Library Director

**DEPARTMENT:** Library

**FLSA STATUS:** Exempt

**EFFECTIVE DATE:** August 8, 2024

**JOB SUMMARY:**

Under the direction of the Library Director. The Assistant Library Director assists in managing, supervising, and administrating library services and operations, coordinating library programs and events, and managing outreach; and does other related work as required.

**ESSENTIAL JOB FUNCTIONS:**

*Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position; and must be able to perform all essential job functions of this position and of those duties not identified but relatable to this position or its department.*

Assists with managing, supervising, and evaluating the library activities as it relates to the staff and its mission;

Conducts studies and analysis of Library operations to improve services and works with the Library Director on implementation;

Consults with the Library Director on administrative and technical library problems;

Assists in the development, adoption, and updates to the Standard Operating Procedures of the library;

Drafts policies and procedures for approval by the Library Director;

Reports regularly to the Library Director on outcomes and accomplishments;

Provides excellent reference and backup circulation duties including readers' advisory services;

May assist patrons in the selection of library materials, reference guidance, and checking out materials;

Assists the Library Director in coordinating the goals, objectives, and activities of public services;

Assist with the care, maintenance and operation of the library facilities;

Shelve and retrieve books and materials from shelves up to eight (8) feet high with the aid of step stools;

Coordination and supervision of volunteers;

Regularly uses statistics and other data to improve services and update services and programs to ensure community satisfaction;

Prepares studies, reports, analyses, and evaluation presentations, on a monthly, annual, and on-going ad hoc basis;

Completes all reports and paperwork promptly, legibly, accurately, thoroughly, neatly, and with correct grammar and spelling;

Assists the Library Director with preparing, tracking, managing and reporting of the department's budget;

Ability to multi-task, manage time effectively, troubleshoot, meet deadlines, collaborate, and work independently with initiative;

Plans and schedules work independently in the absence of specific instructions or supervision;

Sits for extended periods of time while filing, answering the telephone or in-putting data into the computer;

Must possess a working knowledge of general office equipment proficiently and safely, including operating a personal computer, the ability to copy, scan, and fax, and operate other office equipment as needed.;

Must be highly skilled with Microsoft Office Suite;

Must be highly skilled on, or must be able to learn with proficiency, online productivity tools, and other software relevant to library administration;

Assist with the Conduction workplace and equipment inspections to evaluate the safety of the working environment and ensure that corrective action is taken;

Must be able to prepare reports and present technical information to the City Council and the general public;

Must be able to attend conferences, seminars, and meetings as necessary;

Must be able to interact with and extend assistance to the general public on matters of departmental concern or complaints; resolving problems in a pleasant, timely, and professional manner;

Assist with ensuring that all library staff receive appropriate safety and job performance training;

Must be able to conduct annual performance evaluations, counsel as necessary, and perform corrective or disciplinary action on matters under your supervision;

Must be able to read, comprehend, and interpret City codes, ordinances, policies, and procedures;

Professionally represent the City to the business community, residents other governmental entities, and the media

Ensure that departmental operations are performed in concert with all applicable laws, ordinances, and policies/procedures from the City Council and City Manager;

Effectively communicate with elected and appointed officials, community organizations, supervisors, library staff, peers, business representatives, the public, and the media in person, in writing, and by telephone;

Participates in professional library organizations to remain current in the field and bring new training to the library;

Knowledge of modern principles and practices of library science;

Must have the ability to use Canva or other design tools to design and produce various media products to publicize City events for community-wide distribution;

Sit for extended periods of time writing reports and correspondence;

Participate in development and implementation of City's Emergency Management program;

Read, write, analyze, and understand difficult source documents, written instructions, reports, plans and maps;

Use tact, diplomacy and discretion as required;

Answer inquiries from public and city officials regarding ordinances and status of City Council communications;

Read, write, and converse fluently in English;

Work a flexible schedule, including evenings hours, weekends, and holidays;

Must have the ability to attend work regularly and predictably;

Must have the ability to perform the normal interactive functions of the job and to withstand the normal stresses of the workplace;

Must not pose a threat to the health and safety of self or others; and

Must be able to work closely with others as part of a team.

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE USED:**

Must be able to use, telephone, copier, calendar, and; in a safe manner. Proficient with Windows operating environment and Microsoft Word, Excel, and Power Point and a working knowledge of Access. Working knowledge of the City's financial management software, InCode. Must be willing to use the City's Library software, to in and out process books and track library inventory.

**ENVIRONMENTAL FACTORS:**

Must be able to work indoors with occasional trip outside to visit other public facilities, and ability to tolerate some exposure to dust.

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
<b>-Health and Safety Factors-</b>				
Mechanical Hazards			N	
Chemical Hazards			N	
Electrical Hazards			N	
Fire Hazards			N	
Explosives			N	
Communicable Diseases			N	
Physical Danger or Abuse			N	
Inclement Weather			O	

D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
<b>-Environmental Factors-</b>				
Respiratory Hazards				N
Extreme Temperatures				O
Noise and Vibration				R
Wetness/Humidity				M
Physical Hazards				M

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Must be able to lift and carry a minimum of 25 pounds; climb, kneel, squat, stoop and bend freely. Walks some distances on uneven terrain and hard surfaces. Must be able to retrieve books and materials from shelves up to 8 feet high with the aid of step stools. Must be able to maintain all physical demands illustrated in this job description and through the course of employment.

-Physical strength for this position is indicated below with "X"-				
Sedentary	Light X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

Must be able to sit or stand for extended periods of time while performing various tasks.

C Constantly <small>2/3 or more of the time.</small>	F Frequently <small>From 1/3 to 2/3 of the time.</small>	O Occasionally <small>Up to 1/3 of the time.</small>	R Rarely <small>Less than 1 hour per week.</small>	N Never <small>Never occurs.</small>
--	--	--	--	--

*Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.*

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	Site visits and communicating with co-workers
Sitting	C	at desk
Walking	O	around office environment
Lifting	F	office, supplies, books
Carrying	F	office supplies, books
Pushing/Pulling	F	office supplies, office chair file cabinet drawers
Reaching	O	for supplies
Fine Dexterity	F	While working on computer
Kneeling	F	retrieving items from lower shelves/ground
Crouching	F	retrieving items from lower shelves/ground
Crawling	N	
Bending	F	retrieving items from lower shelves/ground
Twisting	O	getting inside vehicle, getting office supplies
Climbing	F	Stairs, step stools
Balancing	R	While performing everyday task
Vision	C	Viewing computer screen, maps documents

Hearing	C	listening coworkers, residence
Talking	C	communicating with co-workers and public and on telephone
Foot Controls	R	While driving City automobile
Other (if applicable)		

**JOB REQUIREMENTS:**

<b>-Description of Minimum Job Requirements-</b>	
Formal Education	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college, resulting in a Bachelor's degree or equivalent years of experience; this position requires a Master's degree in Library Science.
Experience	Over three years up to and including five years.
Supervision	Work requires managing and monitoring work performance of a division including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.
Human Collaboration Skills	Communications and discussions may result in decisions regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.
Freedom to Act	Receives Limited Direction: The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.
Technical Skills	Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Fiscal Responsibility	Position has moderate fiscal responsibility. May be responsible for the billing, collection and/or accounting of funds. May be responsible for the handling and balancing of cash.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid Texas Motor Vehicle License with the ability to remain eligible to drive under the City's driver evaluation program.

**PRIMARY WORK LOCATION**

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (See Environmental Factors)	
Recreation/Neighborhood Center			