

# **ADAMS COUNTY PUBLIC LIBRARY**

## **SECTION 2.811 – ASSISTANT DIRECTOR** (adopted 7/13/05)

The assistant director performs a variety of administrative tasks specifically assigned by the executive director, or by the library board in the absence of the executive director.

### **Qualifications/Demonstrated Knowledge, Skills and Abilities:**

- Masters degree in library science or a related field with coursework in library science.
- Five years library experience in a position requiring advanced training and skills.
- Demonstrated behaviors that indicate potential for leadership:
  - High ethical standards, self-disciplined, trustworthy, organizational skills, commitment
- Demonstrated behaviors that match library's core values:
  - Positive approach, dependable, team-oriented, professional, leadership
- Ability to communicate effectively and concisely, orally and in writing.
- Mobility to maneuver through aisles and push or pull loaded book trucks.
- Flexibility to bend and stretch to place materials low or high on 7 ft. shelving.
- Dexterity to pick and sort small pieces and manipulate office equipment.
- Strength to lift, move and carry up to 30 pounds.
- Have or obtain valid driver's license and have reliable transportation available.

### **Typical Responsibilities/Duties:**

- Professional assignments such as research and development.
- Managerial assignments such as staff development and grant applications.
- May be assigned supervisory duties in the absence of the executive director.
- Performs other duties as assigned.

**Supervision exercised:** District staff when assigned by the executive director or library board.

**Supervision received:** Executive director

**Classification:** Professional; salaried; exempt

**Schedule of hours:** Supplementary assignment; may include evening and weekend hours.

**The above statements are intended to describe the general nature and level of work that is to be performed by personnel classified as an assistant director. The statements are not intended to be an exhaustive list of all responsibilities and duties that might be required of persons assigned to this position.**