

**ESTHERVILLE PUBLIC LIBRARY  
ASSISTANT DIRECTOR JOB DESCRIPTION**

**SUPERVISION:**

Receives policy direction from the Director.

**JOB DUTIES:**

1. Performs the responsibilities of circulation desk as a first priority that involves the automated system. Maintains confidentiality of user information. Registers new users, responds to telephone inquiries and assists in Interlibrary Loan transactions. Maintains an orderly shelving system. Keeps work areas neat and organized.
2. Makes suggestions to the Director for the acquisition of materials for library collection including books, magazines, and audiovisual materials. Routinely helps in evaluation of collection and de-acquisition of materials no longer needed for effective use. Mends library items as necessary. Participates in the annual inventory of the collection.
3. Works with volunteers to meet specific needs of the public.
4. Cooperates with local partners in establishing effective relationships. This includes assisting students and teachers and other users with reference and research assignments, library tours, and readers' advisory services.
5. Has awareness of upcoming library programs and events. Keeps informed on contemporary issues, technology and trends in library services by attending workshops, conferences, and round table meetings sponsored by North Central Library District, Iowa Library Association and Iowa Library Services (the State Library of Iowa).
6. Continually seeks and finds ways to promote increased use of the library materials. Participates in short and long range planning for all library programming.
7. Cooperates as a team member with library staff in performing essential library duties assigned by the Director in all phases of daily library routine.
8. Documents any and all situations the Director should be informed of with regard to users, services, and building facilities.
9. Assists the Director with administrative functions as assigned. Stands in for the Director in his or her absence.

**ABILITIES:**

Duties will be performed in a climate-controlled environment. Will be routinely and intermittently exposed to computer screens. May be required to lift light to medium weights, e.g. lifting books and audiovisual equipment and pushing book carts. Position entails bending, stooping, reaching and standing on a daily basis. Deal tactfully and effectively with users of the library especially in stressful situations. Physical Skills Needed: Be able to lift 20#, be able to stand for an indefinite amount of time and be able to walk up and down stairs. Shelving books may require using a footstool, reaching, bending or possibly kneeling.

**QUALIFICATIONS:**

Comply with current personnel policies of the City of Estherville. Have a high school diploma. Successful candidates should be familiar with general library procedures, have the ability to meet the public well, show an interest in reading and other library-related activities, accept responsibility, accept supervision, learn new skills, and adapt to change. Demonstrate experience working with the general public and knowledge of office machines and computer skills including Internet and Microsoft Office Programs. Show willingness to learn every phase of the public library by acquiring State of Iowa Public Library Certification within two years of hire, and attending CE opportunities to renew certification every three years. Membership in the Iowa Library Association is provided.

**JOB SUMMARY:**

This job description provides a summary of the responsibilities and duties of the position. The employee may be requested to perform other tasks in regard to library facilities