

Position Announcement: Assistant Director – Ray Count Library, Richmond, MO

The Ray County Library in Richmond, MO is seeking an enthusiastic and highly experienced professional to fill the position of Assistant Library Director. The successful candidate will also possess supervisory experience, a commitment to librarianship, and excellent communication skills.

Under the direction of the Library Director, this position is responsible for managing a variety of administrative duties requiring advanced or specialized knowledge and skills including training, supervising, evaluating, scheduling, mentoring and coaching employees; coordinates and carries out projects; serves as a role model for staff in the areas of customer service and communication; maintains a knowledge of current library science practices; and in the absence of the Library Director may be in charge of library operations.

The Library serves the more than 23,000 residents of Ray County with a five-member Board of Trustees. The beautiful 13,790 square foot library facility is currently at capacity. In 2017, the dedicated staff provided programs and services to 57,963 visitors and circulated over 40,000 items. The Library was relocated to its current location in 2004, following the renovation of an abandoned grocery store. The interior is open and spacious to allow easy access to all of the library's community spaces and collections. The County's diverse residents are sophisticated users of information in a variety of formats. They expect cutting-edge library services, collections, programs, and opportunities for personal development.

Education Requirements: Master's degree in library science (preferred) or a Bachelor's degree with a minimum of 3 years in administrative management, or an equivalent combination of education and experience substituting on the basis of one year of experience for each year of education.

Starting Salary: \$37,500.00

Benefits: Retirement package, holidays, leave time, vacation, and health insurance.

To Apply: Please submit an application, resume, and three professional references to library.director.rcl@gmail.com by October 29, 2018.

For more information, please see the job description or contact Stacy Hisle at 816-776-5104 or library.director.rcl@gmail.com.

Adopted: 11/2017

Ray County Library – Assistant Director

Education & Experience Qualifications:

Master's degree in library science preferred OR a Bachelor's Degree with a minimum of 3 years in administrative management, OR an equivalent combination of education and experience substituting on the basis of one year of experience for each year of education.

Knowledge, Skill, & Ability:

Thorough knowledge of the principles of library services, organization and functions; thorough knowledge of administration practices; ability to analyze and solve major problems; ability to develop data and recommendations influencing policy; complete competence in oral and written communications, ability to establish and maintain effective working relationships. Needs to possess strong abilities in organization, punctuality, firm directness; while distributing high levels of responsibility towards the Director and library staff. Proficiency with computer skills is also necessary.

Personal Attributes:

Possess a friendly and helpful attitude; possess the ability to communicate effectively, possess the ability to offer direct assistance to the Director, staff and public in a courteous manner; maintain a neat professional personal appearance; possess initiative and common sense.

Supervision Received: Works under the supervision of the Director.

Supervision Exercised: Assist Director and supervision as defined in Essential Work Tasks.

Hours of Work: Full Time

Essential Physical Abilities to be accomplished with or without reasonable accommodation are:

CLARITY OF SPEECH and hearing which permits the employee to communicate effectively with supervisor and other employees.

VISION which permits the employee to produce and review a wide variety of library materials, written correspondence, reports and related materials in both electronic and hard copy form. Vision abilities include, but are not just limited to): close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Hand-eye coordination necessary to operate computers and various office equipment.

MANUAL DEXTERITY which permits the employee to operate a keyboard and any other assigned equipment to process library materials. Includes, but is not limited to, use of hands to finger, grasp, handle, feel or operate objects, tools, or controls.

PERSONAL MOBILITY which permits the employee to monitor, supervise, and perform assigned library operations, and to attend to Library district, community, and public meetings at various locations.

LIFT UP TO 40 pounds, push and pull carts weighing up to 200 pounds, bend, stoop, kneel, crouch and reach shelving from floor to level to 6 feet high, and stand or walk for at least 2 hours at a time.

TOLERANCE for dust and mold which permits the employee to work with books and other library materials as well as work in an older facility.

Essential Job Functions:

- Acts for Library Director as assigned when the Director is absent or as set forth in policies.
- Distributes the highest level of customer service and communication possible with Director, staff, and public; while maintaining confidentiality to all involved.
- Assist in problem/conflict resolution.
- Assists and implements, with the Director, library policies and procedures.
- Assist in coordination or conduction of staff meetings, staff trainings, and staff lunches.
- Assist Director, as needed, in personnel actions such as hiring, training, termination, assignment, evaluation, and labor relations.
- Assist in overseeing the maintenance and upkeep of the facility.
- Assist in writing grants or organized partnerships with outside agencies to procure additional funding, services and programs.
- Assist in outgoing correspondence for public relation needs.
- Assists users in obtaining best results from the use of the library.
- Assist in evaluation of programming, outreach, and services of the library.
- Assist in ordering/picking up supplies.
- Assist in keeping the library clean and disinfected by fulfilling necessary cleaning jobs/tasks.
- Collects and prepares all statistical reporting for Director, Board of Trustees, and MO State Library.
- Assists/prepares work schedules after final approval granted by the Director for staff work request.
- Maintains/assists library website, social media, and advertising via internal and external sources.
- Maintains all collection account processes.
- Maintains all master copies and reproduction of them.
- Supervision and practice of all the Front Service Desk processes. Will fill in for absent employees as needed.
- Supervision of technology issues and correspondence to Director/IT. Organizes/maintains housekeeping tasks such as inventory of equipment, wifi, and passwords.
- Supervision of the Community Room Rentals and processes.
- Attends library system workshops and professional meetings to stay well informed.
- Attends and helps with preparation for monthly Board of Trustee meetings.
- Attends for Library Director in their absence of meetings.