

ASSISTANT DIRECTOR

POSITION DESCRIPTION

The Assistant Director (AD) is responsible for the Amsterdam Free Library's (AFL) daily operations and services and performs both administrative and advanced professional work with direction from the Executive Director. The AD serves as the administrative manager for circulation and reference, adult and youth services, and programming to serve a diverse community. Flexibility, project management, supervision, effective communication, motivation and a passion for public libraries are crucial components of the position.

RESPONSIBILITIES

Administrative

- Assists the Executive Director with the management of the library to ensure excellent customer service through effective staffing, programming, fiscal management, as well as short- and long-range planning.
- Regularly meets with the Executive Director to discuss library administration, policies, directives, services, procedures, staffing, patron issues, and finances.
- Responsible for day to day leadership of the library
- Assumes leadership of the library in the absence of the Executive Director.

Personnel

- Assists with recruiting, interviewing, and hiring staff; responsible for onboarding new employees.
- Supervises, promotes staff development, directs, and conducts performance reviews of designated staff, including conducting regular meetings.
- Schedules staff and manages employee benefits including, but not limited to PTO and sick time; maintains employee files.

Services & Programing

- Responsible for the day-to-day management of the library by overseeing circulation, reference, and other public services to ensure all are conducted ethically, legally, and in compliance with AFL policies.
- Responsible for coordinating all library programs and activities.
- Recommends new services and programming based on identified patron needs.

Communications/Reports

- Collects, analyzes, and reports statistics that will be used to evaluate and measure the success of programs and services.
- Works with the Executive Director and Board of Trustees in planning, implementing, and managing the annual budget and preparing annual reports.

Professional/Other

- Maintains membership in appropriate professional library and community organizations; attends library conferences and events to ensure continual professional development.
- Performs related duties and special projects as assigned by the Executive Director.

REQUIRED QUALIFICATIONS**Education/Experience**

- Master's degree from an ALA accredited college or university.
- New York State Public Librarian's Professional Certificate.
- A minimum of 3 years' experience in a public library with increasing responsibility in a supervisory capacity.

Expertise/Competencies

- Excellent organizational, problem-solving, and facilitation skills.
- Ability to work both independently and collaboratively.
- Demonstrated respect, sensitivity, and knowledge of diverse workforce and community.
- Strong commitment to public service.
- Excellent communication skills, oral and written, and public-speaking/presentation skills.
- Ability to work effectively in a fast-paced environment.

Successful candidate must:

- Possess a valid driver's license and personal automobile for job-related transportation.
- Pass background check.
- Be available to work evenings and weekends as needed.

Salary Range:

- \$55,000 - \$60,000 annually dependent upon experience and work history.

All applications must be submitted by email amslib@mvl.info and include a letter of interest, resume, and list of three references with current phone numbers and email addresses.

Applications will be accepted until the position is filled.

The Amsterdam Free Library is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, age, veteran or disability status.