

## **JOB DESCRIPTION ASSISTANT DIRECTOR**

### **NATURE OF POSITION**

This is administrative and professional library work assisting the Library Director in the management of the Bay County Library System. The Assistant Director is responsible for assisting the Library Director in system planning, formulating policies, and supervising the library staff. Administrative duties require the application of professional library techniques to a variety of library problems, with wide latitude in exercising professional and administrative judgment. The Assistant Director will also have responsibility for administration of accounting and payroll controls and procedures, budgets, investments, audits, insurance, financial analysis, and related policy establishment. The Assistant Director acts as the head of the library system in the absence of the Library Director. Supervision is exercised over a staff of professional and clerical employees. Work is reviewed through conferences, evaluation of reports and observation of results obtained.

**AUTHORITY:** Work under the authority and supervision of the Library Director. Supervise work of a full-time Financial Analyst and Financial Assistant.

### **ESSENTIAL FUNCTIONS: REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Work with patrons, co-workers and supervisors in a manner that is positive, supportive and cooperative and in the best interest of the library.
- Provide and promote excellence in library service to the public consistently, with initiative, creativity and resourcefulness.
- Lead, train, supervise and discipline others.
- Possess verbal aptitude needed to train and supervise personnel, perform public relations duties and to work effectively with the public.
- Possess financial knowledge required to recommend for and understand the system budget and coordinate branch budgetary allocations, within areas of responsibility.
- Organize, coordinate, plan and direct for effective day to day management operations.
- Computer literate with proficiency in Microsoft Office Pro software: Excel, Access and Word.
- Proven ability to establish and maintain effective working relationships with others.
- Possess good training, interpersonal, and supervisory skills.
- Able to efficiently maintain records and prepare reports.
- Knowledgeable about advances in the business field and technological innovations that impact business operations.
- Able to write and submit bid documents.
- Able to formulate financial projections.

- Able to negotiate labor contracts, and manage them.
- Handle multiple priorities effectively and work well under pressure.
- Communicate clearly and effectively, utilizing good grammar.
- Bend, twist, lift up to 25 lbs, and interfile books and other library materials on shelving units up to 90" in height.

### **EXAMPLES OF POSITION RESPONSIBILITIES**

(Anyone position may not require all of the responsibilities listed, nor do the listed examples include all tasks which may be necessary in positions of this class.)

- Promote and further the purpose and objective of the Bay County Library System.
- Assist the Director in planning and directing all phases of the operation of the Bay County Library System.
- Manage personnel records, employee benefit programs, and compliance with local, state and federal regulations. Evaluate and recommend employee benefit policies and carriers.
- Serve as a member of the system management team; promote the mission and goals of the Bay County Library System.
- Make recommendations to the Library Director and Board of Trustees on matters pertaining to the library's financial well-being.
- Manage labor agreements, and solve disputed.
- Manage the Library Board's Finance Committee; attend Library Board Meetings and other meetings as requested.
- Administer the system's personnel, collection development, publicity and support and public services operations, providing supervision to administrative and system support staff: Human Resources, Technical Services, Interlibrary Loan, Outreach, Technology.
- Provide direct supervision and guidance to Managing Librarians and confers with them to coordinate services and functions of the library, such as circulation and extension activities, reference services, and personnel matters.
- Administer the library's staff development program.
- Insure that branch libraries are operated according to established policies and procedures.
- Assists in the preparation of reports, recommendations and policy matters for board action.
- Administers the library publicity program.

- Insures that branch libraries are operated according to established policies and procedures.
- Address public groups and the media in a professional and businesslike manner.
- Able to communicate effectively in writing and through spoken language, i.e., correspondence, grant writing, press releases, newspaper/newsletter articles, and oral presentation.
- Supervise purchasing, fixed asset and inventory control programs. Write specifications and administer the bid process for large material and service purchases. Assure receipt of services and materials before recommending payment.
- Administer financial aspects of building projects, working with County Building Authority, bond counsel, architects, contractors and other project professionals.
- Recommend effective use of technology in Business Department.
- Administer the library's facility/vehicle/equipment repair and maintenance program.
- Manage the library's insurance programs: Worker's Compensation, General Comprehensive Liability, Automobile, Health, Dental/Life, Long Term Disability, etc.
- Prepare financial sections of state aid report forms and annual surveys for Library of Michigan, Public Library Data Service, ALA, etc.

## **FINANCE**

- Manage the library's investment program, working with the county treasurer-
- Prepare, monitor and make recommendations to Library Director on all library annual budgets and periodic revisions, working closely with the County Finance Department, Assistant Director and Managing Librarians.
- Oversee preparation of all monthly, annual and requested financial reports. Facilitate annual audit.
- Manage the payroll department including biweekly payroll preparation, payroll tax deposits, payroll tax reports, annual employee earning statements (W-2's).
- Draft, recommend and manage financial policies and procedures, including cash register use, branch deposits, donations, petty cash management, receipts, etc.
- Manage financial elements of federal, state and local grants. Develop budget, prepare reimbursement application, monitor compliance, supervise audits, etc.
- Serve as a member of the Union Contract negotiations team and administers the contracts.

## **MINIMUM QUALIFICATIONS**

Possess a master's degree in library science from an ALA accredited college and five years of experience in professional public library work, of which three years must be in a responsible management capacity or Master's Degree in Business Administration, Public Administration, Finance, Accounting with relevant experience.

Course work in Human Resources and minimum of two years progressively responsible financial management and supervisory experience for governmental employer preferred. Proven successful supervision of staff, and computerized financial information systems management. Equivalent combination of education and experience may be considered.

Proven successful performance in accounting, business practices, insurance management, statistics, financial investments, budget development, and employee benefits programs. Ability to use microcomputers, business related software and other equipment as management tools.