



Position Description
LIBRARY ASSISTANT DIRECTOR

Department: Library
Reports To: Director
FLSA: Non-exempt

Purpose of Position

Under direct supervision of the Library Director, performs duties essential to the daily operation of the Library. Duties involve substantial contact with the public. In the absence of the Library Director, the Assistant Director assumes the responsibility of library operations. Performs related duties as required.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Acts in accordance with the library's mission, policies and procedures to lead, plan, coordinate and evaluate library activities.
- Research and identify adult programming ideas that would be appropriate for the needs of the community.
- Plan and implement adult programming. This includes but is not limited to books clubs, adult crafting, movies, historical programs, author programs, and etc.
- Consult with community organizations to coordinate programs and materials and to promote the services of the library.
- Coordinate with the library director to purchase supplies for adult programs.
- Coordinate with the Youth Services Librarian on other library programs.
- Develop marketing materials for adult programs and other library information and utilize social media platforms to inform the public of library operations.
- Maintain monthly statistical records for adult programs and submit to the Library Director at the end of the month.
- Provide readers advisory to people of all ages.
- Reads book reviews; recommends purchase of materials relating to other library departments.
- Selects, manages and weeds materials in the adult areas; download MARC records; completes book repairs.
- Creates displays within the adult areas.
- Attends State and regional conferences and workshops to increase knowledge of library operations, specifically adult operations.
- Provides patron assistance for circulation; assists patrons with reference requests.
- Schedules and coordinates outreach programs for adults.
- Manages the volunteer staff, interviewing and scheduling tasks.
- Oversees clerks, monitors their performance, and reports any significant problems to the Library Clerk Lead or Director.
- Assumes responsibility of library operations in the absence of the Director including but not limited to accounts receivable, accounts payable, supervision of staff, attending board meetings, department meetings and city council meetings.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Provides leadership in strategic planning, quality assurance, quantitative analysis, decision making, and problem solving.
- Opens and closes the library when scheduled.
- Checks materials in and out, and places returned items back in proper place on shelves; periodically inspects shelves to ensure that items are in their proper place.
- Performs duties such as answering the phone, using a Fax machine, copier, microfilm reader, and other miscellaneous clerical duties as necessary.
- Sorts mail; assists with processing new materials.
- Meets and greets the public in person and on the phone.
- Other duties as apparent or assigned.

Minimum Education or Experience Required

Four to five years related experience and/or training, or bachelor's degree from a four-year college or university; or equivalent combination of education and experience. Library experience.

Preferred Education or Experience Required

Five to six years related experience and/or training, or bachelor's degree from a four-year college or university and one to two years related experience and/or training; or equivalent combination of education and experience. At least one year of related experience in public library operation, specifically relating to adult programs or equivalent. Work toward a Master of Library Science.

Other Requirements – Certificates/Licensures

- Attends and completes training to meet State Library of Iowa Public Library Staff Certification.

Knowledge, Skills, Abilities

- Considerable knowledge of the methods and practices used in public libraries; knowledge of philosophy and principles of library science.
- Knowledge of adult literature and the means and ways to develop a balanced adult collection.
- Ability to establish and maintain proper working relationships with superiors, co-workers and the public.
- Ability to solve a wide range of intellectual and practical problems; ability to understand non-verbal symbolism and to comprehend the most abstract concepts.
- Ability to perform arithmetic calculations involving fractions, decimals and percentages.
- Ability to compose original correspondence; ability to interview, counsel or advise people; ability to evaluate technical data.
- Knowledge of public library operations including the Dewey Decimal System.
- Knowledge of personal and network computer operations. Proficient user of Microsoft Office programs, internet browsers, and familiarity with mobile devices.
- Ability to maintain confidential information.
- Knowledge and understanding of reference tools, research skills, general literature and basic library principles, procedures, technology, goals and philosophy of services.

- Knowledge of English grammar, spelling and composition.
- Ability to pass drug screening.
- Ability to reliably and predictably carry out duties.

Equipment and Materials Used

Circulation/catalog computer software, network computers, database software, spreadsheets, word processing software, calculator, microfilm reader/printer, typewriter, photocopier, fax machine, telephone, variety of library and commercial software programs including Windows and Mac software, and the internet.

Supervision

Assists with the overall direction, coordination, and evaluation of a program function or unit for the department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include supervising subordinate supervisors and direct reports; interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Duties are generally performed in an office setting with a controlled environment. The job requires sitting for extended periods of time, and the work may expose the employee to unpleasant social situations and significant workplace pressure. Position may involve evening and weekend workhours.

The City of Nevada is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

July 2025

Employee

Date

Library Director

Date

Library Board of Trustees, Chairperson

Date
