

## JOB DESCRIPTION

### JOB SPECIFICS

**Title:** Assistant Director  
**FLSA Classification:** Exempt  
**Schedule:** Full Time  
**Revision Date:** 05/19/2023

**Department:** Reading Public Library (RPL)  
**Classification:** N/A  
**Salary:** DOQ

### POSITION BACKGROUND

Assists the Executive Director in managing the administrative and operational functions of the Library. Provides direction and guidance to other Librarians on operational and customer service matters at all 4 Library Branches. Coordinates programming for adults, teens, and children including planning, implementation, and advertising. Supervises Youth Services and Volunteers. Coordinates outreach programming and promotes library services and activities in the community. Works closely with Department Supervisors on staff training and promotes training with other Berks County libraries.

### JOB RESPONSIBILITIES

- Responsible for direct management of various library personnel at all library locations and assists in managing all personnel.
- Assists the Executive Director in personnel matters such as hiring, staff orientation, training, scheduling, performance evaluations, salary changes, policy revisions, grievance procedures, counseling transfers, dismissals, etc.
- Assists the Executive Director by ensuring that all city and general library policies are followed as they apply to both staff and the public.
- Assists in managing security, maintenance, and other facility matters at all library locations, including addressing security and fire alarms as they occur.
- Assists in the establishment, revision, and modification of library policies and procedures.
- Provides guidance and advice to library users. Handles problems and complaints as they occur.
- May perform specialized tasks while serving as part of the District Library Center to libraries within Berks County.
- Coordinates programming for adults, teens, and children including outreach services.
- Coordinates outreach programming/events.
- Coordinates volunteers.
- Promotes library programs and services in the community.
- Attends meetings as required.
- Perform other duties as may be assigned.

### MINIMUM QUALIFICATIONS

#### ***Educational Requirements/Experience***

- Master's Degree in Library Science or Information Science from an ALA accredited library school is required
- Three (3) years of library or equivalent experience, (such as with other non-profits, customer service, or education), including 2 years at a supervisory level

#### ***Clearances***

- PA Child Abuse Clearance

- Mandated Reporting Training for Child Abuse
- PA Criminal Record Check
- FBI Criminal Background Check

**KNOWLEDGE, SKILLS & ABILITIES**

- Effective verbal, written, and digital communication
- Ability to establish and maintain cooperative relationships with community partners
- Ability to interpret community interests and needs to aid in planning library services
- Ability to lead, motivate, and direct library staff
- Knowledge of and ability in management and personnel decision making
- Customer service skills with a diverse, urban population
- Ability to create and work within budgets
- Work well under pressure, ability to multi-task, and an energetic team player
- Understanding of 21st Century library collection development practices across all formats
- Bi-lingual Spanish a plus

**WORKING CONDITIONS**

Scheduling flexibility required as work schedule may vary based on the needs of the library. Evening and weekend hours required. Must have own transportation to drive library van as needed, to provide on-call services to libraries in the district, and to transport materials between library locations. Frequent standing, sitting, bending, talking, hearing, speaking and mental concentration necessary; use of hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms; specific vision requirements include close vision, color vision and the ability to adjust focus. Must be able to communicate and be understood clearly. May be required to lift or move files, books or supplies of up to 50 pounds. This is a physically active position. *(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

**Disclaimer**

Management reserves the right to add, modify, change or rescind work assignments as needed. The essential functions or duties listed above are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Employee

Reading Public Library Executive Director

Print: \_\_\_\_\_

Print: \_\_\_\_\_

Sign: \_\_\_\_\_

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_