

**Job Title:** Assistant Director

**Location:** Northern Waters Library Service, Ashland, Wisconsin

**Reports to:** Director

**FLSA Status:** Exempt

**Approved by:** NWLS Board of Trustees

**Date:** July 15, 2017

**Job Summary:** Under the supervision of the Director, the Assistant Director manages the shared automated system database and the Cooperative Cataloging program. Maintains the integrity of the database and provides training and other direct support to users of the shared integrated library system. Assists Director in system operations and functions in the Director's absence.

**Essential Functions and Responsibilities:**

1. Plans, develops, manages, and evaluates the shared automation system.
2. Assists in coordination of NWLS goals, services, and budget.
3. Administers system operations and activities in the absence of the Director.
4. Works with member library directors and catalogers to ensure the integrity of records in the shared automation system.
5. Manages functionality of the shared automated system, database quality, training and reports.
6. Oversees database maintenance tasks performed by staff.
7. Serves as a consultant to automated systems members in the area of current national cataloging rules, interpretation, and implementation, and informs users of cataloging changes and resolves cataloging questions.
8. Provides training, documentation and other direct support to users of the automated system as required.
9. Produces statistical reports, printouts, and data as needed to evaluate database functions and service areas.
10. Participates effectively and contributes to the discussions and decisions of NWLS.
11. Responsible for management and enhancement of catalog and patron database records.
12. Maintains an awareness of current library issues and trends affecting the database; reads professional literature and attends continuing education workshops and meetings.

**Knowledge, Skills and Abilities:**

1. Thorough knowledge of cataloging principles and procedures, such as AACR2/RDA, USMARC or MARC21, LCSH, DDC and authority control issues.
2. Thorough knowledge and understanding of integrated library systems and networks, online bibliographic retrieval services and cataloging services.
3. Knowledge and understanding of the principles and practices of sound public library management and the ability to apply them to the library system.
4. Skill in supervision of staff.
5. Ability to establish and maintain effective working relationships with staff, librarians, vendors, state consultants, peer groups, and committees.

6. Ability to instruct others in use of shared automated system software, and other database programs.
7. Ability to evaluate operations and procedures and recommend improvements.
8. Ability to use personal computer programs, bibliographic support systems, office equipment and the Internet.
9. Ability to communicate effectively. Skill in interpersonal communication and public speaking. Ability to give and follow complex written and/or verbal instructions and to pay close attention to detail.
10. Ability to adapt to a rapidly changing environment.
11. Ability to work independently and as a member of a team.
12. Understanding of library law.
13. Coordinates writing of grant requests. Prepares semi-annual and annual reports for system grants.
14. Trains and manages OverDrive Advantage selectors, and serves as NWLS OverDrive eMedia backup support.
15. Liaison for database vendors.
16. Represents NWLS and consults with county boards, library boards, and member libraries on system objectives.
17. Organizes and conducts meetings.

**Physical Requirements:**

1. Bending, twisting and reaching.
2. Far vision of 20 feet or further; near vision at 20 inches or less.
3. Fingering: keyboarding, writing, filing, sorting.
4. Lifting and carrying: 40 pounds or less.
5. Mobility: frequent travel to meetings inside and outside the system.
6. Pushing and pulling: objects weighing 40-80 pounds on wheels.
7. Sitting, standing, walking, climbing, and stooping.
8. Talking and hearing; use of telephone.

**Mental Requirements:**

1. Communication Skills: effectively communicate ideas and information both in written and verbal form.
2. Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication, and division) without the aid of a calculator.
3. Reading Ability: effectively read and understand information contained in memoranda, reports, bulletins, etc.
4. Time Management: set priorities and organize workflows in order to meet assigned deadlines.

**Work Conditions:**

1. Usually works in office environment with staff contact, both in person and via phone, fax and email. Has routine contact with librarians and their staff. Rarely has direct contact with the public.
2. Usually works in close proximity to computer terminals and electronic equipment.
3. Occasionally maintains work environment with other staff.

**Education, Experience and Training:**

## Preferred Qualifications

1. Master's Degree in library or information science from an ALA-accredited school and at least two years' experience with circulation and cataloging modules on an integrated online library system and supervisory experience.
2. Possession of or ability to obtain a valid Wisconsin driver's license.

**Hours**

This is a salaried, full-time position requiring at least 80 hours per two-week pay period on a flexible schedule that may vary day-to-day. Evening, Saturday, and Sunday work may be required. This position is exempt from the Fair Labor Standards Act.

This job description is meant to describe the general content and requirements of the position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.