

Title: Assistant Director of Community Services
Department: Community Services
Division/Office: Libraries Division



Grade 2124; FLSA Exempt position; Category: Classified; Job Code: ATLS; Rev.:07/01/2021

General Description

The purpose of this position is to highly responsible administrative work involving the direction of a broad range of public/mobile library functions.

This position works independently, under limited supervision, reporting major activities through periodic meetings.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Administers Financial Operations (budget, payroll, grants, fundraising, reports, expenditures, strategic planning, etc.).
- Coordinates community partnerships, community events, cooperative projects with local/state agencies/organizations marketing and promoting library services.
- Develops and implements long and short-range plans to promote the library mission; formulates and recommends policies to stakeholders.
- Improves and maintains library services.
- Advocates for relevant library business by informing stakeholders.
- Manages the physical plant, buildings, and mobile libraries.
- Performs related work as required.

Minimum Education and Experience Requirements:

Requires Master's degree in library science with five (5) years of experience in professional library work; or an equivalent combination of education, training and experience.

Additional Requirements:

Thorough knowledge of library principles, methods, practices, organization, aims, and services; good knowledge of library technology and automation; good knowledge of budgeting methods and procedures; ability to write and speak effectively; ability to direct and supervise the work of others; ability to establish and maintain effective working relationships with local and state library agencies, staff and supervisor; regular and timely attendance; performance of duties in a safe manner.

Americans with Disabilities Act Requirements:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by

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means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; mental acuity is required to make rational decisions through sound logic and deductive processes; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Certifications and License Requirements:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

Notices:

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

Employee Acknowledgement