

Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

Job Title:	Assistant Library Director	Job Code:	02120
Department:	Library	Pay Grade:	Std 41
Reports to:	Library Director	FLSA Status:	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt

Department Overview: A department of Flathead County, ImagineIF Libraries is a countywide Library system with locations in Kalispell, Columbia Falls, Bigfork and Marion. ImagineIF is a participatory library that designs hands-on learning experiences for people of all ages. With a focus on outreach and community connection, ImagineIF delivers many services outside of the library buildings.

Job Summary: This position assists in directing, managing, supervising and coordinating the operation of the Flathead County Library System. The Assistant Director works closely with the Director on developing and implementing long-range, system-wide policies, plans, and goals, and other administrative projects.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Assists the Library Director in library operation and supervision of assigned staff to provide effective and efficient service to customers.
- Collects statistics and creates statistical reports on the progress of the Strategic Plan.
- Acts as Library Director in the director's absence; represents the library at various meetings; serves on work committees.
- Compiles and prepares reports on library operations as assigned.
- Oversees the Youth Services, Adult Services and Communications Departments.
- Maintains harmony among workers and resolves grievances; adjusts errors and responds to complaints.
- Works with local, state, and regional networks, agencies, and groups.
- Coordinates the development and implementation of the library strategic plan.
- Member of the Library Management and Strategic Planning Teams
- Works closely with the Director on developing and implementing long-range, system-wide policies, plans, and goals.
- Participates in staff and manager development by overseeing hiring, evaluation and training. Models and promotes library core values.

Non-Essential Functions:

Incumbents may be requested to perform functions relevant to the position but not listed above.

Physical Demands and Working Conditions:

- Frequently required to walk, sit, talk, and hear.
- Must occasionally lift and/ or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Work occurs in a normal library environment.
- May involve occasional travel by auto to attend meetings with community partners.

Supervision Exercised: This position manages supervisory, professional, technical, and other assigned of the library.

Knowledge, Skills, and Abilities:

The job requires knowledge of the principles and practices of the library field including information storage conventions; computerized reference databases; interviewing techniques; information retrieval methods and policies; reference searches; collection development and maintenance; program development and administration; and training. The job requires knowledge of budget administration, employment law, program requirements, and personnel management practices and techniques.

The job requires skill in motivating staff, the operation of general office equipment, public relations, accurately preparing documents and plans, organizing and prioritizing work, the use of library equipment including computers, printers, copier(s), microfilm reader(s), scanners, TVs and DVD(s), projectors, and any other equipment that may be purchased by the library.

The job requires the ability to plan, organize, coordinate, and implement a comprehensive library system; coordinate, analyze, and utilize a variety of reports and records; communicate effectively, verbally and in writing; and to establish and maintain effective working relationships with employees, the public, and the Board of Trustees.

Education and Experience:

Requires a Master of Library Science degree from an ALA-accredited institution and four years of progressively responsible, professional library experience including supervision of paid staff and project management, or any combination of education, experience and training which indicates possession of the knowledge, skills and abilities listed above. Must have a valid driver's license to travel to branches.

Action	Date	Reference
Adopted	8/01/06	Commissioners' Minutes
Revised	3/8/12	Commissioners' Minutes
Revised	07/01/14	HR Salary Recommendation Transmittal Signed 5/28/2014
Revised	06/19/17	Position Grade Changes Effective 7/1/2017 (FY18)
Revised	05/19/21	Commissioner's Minutes