

## **POSITION DESCRIPTION**

<b>Position Title:</b>	Assistant Director of Public Services
<b>Classification:</b>	Full time, 40 hours per week basis, exempt
<b>Reports To:</b>	Director
<b>Department:</b>	Administration
<b>Positions Supervised:</b>	Circulation Services Coordinator, Outreach Services Coordinator, Hog Hammock Library Manager, Adult Services Coordinator, Youth Services Coordinator
<b>Pay Range:</b>	State Librarian Salary Schedule

## **OVERALL RESPONSIBILITY**

The Assistant Director of Public Services oversees the daily operations of the Three Rivers Regional Library System and has responsibility for all aspects of public services and programming.

## **ESSENTIAL POSITION FUNCTIONS**

- Assists with developing and articulating a strong vision to staff and citizens that the library is proactive and responsive, patron and community centered, forward thinking and mission driven
- Assists with strategic planning
- Assists with developing the annual library budget in cooperation with administrative and public services staff
- Plans, prepares, coordinates and monitors the public services budget including implementing cost containment measures
- Provides leadership in delivering high quality public services to meet the needs of the community
- Provides leadership and management of Circulation Services, Outreach Services, Hog Hammock Library, Adult Services and Youth Services through effective goal setting, mentoring and communication
- Works closely with coordinators and library managers to coordinate, develop and implement library programs and public services including developing library policies and procedures
- Works cooperatively with other libraries ensuring an effective exchange of information
- Fosters a climate of participation, creativity and teamwork with and among staff
- Supervises public services staff including personnel selection and evaluation and all other related aspects of personnel actions
- Represents the library by participating in community organizations, committees and task forces
- Attends meetings of the regional and local boards of trustees
- Prepares and reviews reports and publications related to public services
- Serves as a member of the Senior Management Team
- Serves as Director in his/her absence
- Performs related work as required

## **REQUIRED QUALIFICATIONS**

### **Education, Training and/or Experience**

- Master's degree in Library Science from an American Library Association accredited school

### **Knowledge, Skills and Abilities**

- Ability to work without close supervision

- Ability to maintain confidentiality and use appropriate judgment in handling information and records
- Ability to interpret and apply laws, regulations and policies
- Ability to define problems, collect data, establish facts and draw valid conclusions
- Ability to work accurately with attention to detail
- Knowledge of budget development and administration
- Knowledge of strategic planning
- Ability to address and resolve patron conflicts equitably
- Proficient in the use of Microsoft Office applications including Word, Excel and PowerPoint

**Certifications, Licenses, Registrations**

- Certified Georgia Librarian

**PREFERRED QUALIFICATIONS**

- A minimum of four (4) years of library experience in positions with progressive levels of responsibility
- A minimum of one (1) years of experience supervising a systemwide department or branch library

**PHYSICAL SKILLS**

- Ability to sit and use computer for extended periods and operate standard office equipment, daily
- Ability to lift and move up to fifty (50) pounds, occasionally
- Ability to stand for extended periods, occasionally
- Ability to perform repeated reaching, bending, climbing, squatting and walking, occasionally
- Travel by automobile is required frequently

**WORKING CONDITIONS**

- Majority of work performed in general office and library environment
- Requires availability for extended hours as needed
- Requires evenings and/or weekends
- Requires periodic participation and attendance at events and training

*This position description is not intended to be a complete list of all responsibilities, skills, or working conditions associated with this position and is subject to review and change at any time in accordance with the needs of the Three Rivers Regional Library System. Reasonable accommodations may be made to enable someone with a qualifying disability to perform the essential functions of the position.*

**APPLICATION INSTRUCTIONS**

Submit a cover letter, resume and three professional references to:

Ms. Leslie Jones, Director  
 Three Rivers Regional Library System  
 208 Gloucester Street  
 Brunswick, GA 31520

Position is open until filled.