

POTTAWATOMIE WABAUNSEE REGIONAL LIBRARY  
ASSISTANT DIRECTOR

Job Summary

Responsible for assisting the Director in the total operation of the Pottawatomie-Wabaunsee Regional Library, including personnel, materials and equipment. Reports to the Director. Direct responsibility for oversight of the regional library computer systems, including, but not limited to, hardware; software; internal networks; Internet access; databases; and training. Requires travel in Pottawatomie and Wabaunsee Counties.

Duties Performed

A. Assists with the staff and the promotion of the Library.

1. Promotes the Pottawatomie-Wabaunsee Regional Library through written material; by arranging and conducting formal tours; assisting with displays; and by presentations to groups and organizations.
2. Assists in explaining the policies and procedures of the Library to the staff and patrons.
3. Assists staff in finding information and materials to answer patron questions.
4. Consults with other staff to insure harmonious operation of the total Library.  
In the absence of the Director, assists the staff in handling any questions or problems.

B. Assists with the care and acquisition of materials.

1. Assists in finding and reading reviews of materials being considered for acquisition.
2. Assists in obtaining ordering information for materials.
3. Assists staff in maintaining the collection by reviewing the condition of materials and recommending appropriate action.

C. Assists the director in preparing documents needed in dealing with grants, policy and procedures, and Board directives.

1. Assists in gathering necessary information to make informed decisions.
2. Assists in handling problems arising at any of the locations.
3. Assists the director in implementing policies adopted by the Board.
4. Assists the director in preparing the budget for presentation to the Board.
5. Required to attend monthly Board meetings.
6. Acquire knowledge of local, state and national laws that have implications for the Library.

D. Responsible for maintaining and managing all aspects of the regional library computer systems.

1. Consults on computer and telecommunications technologies, including hardware and software.
2. Assists the Director in planning and developing related information technologies for the Library.
3. Advises, assists and trains staff members in use of technology.
4. Maintains all aspects of library computers in all eight PWRL library locations.
5. Works with other staff members in applying for all technology grants.
6. Meets with technology personnel of State and local libraries and governmental agencies in formal and informal meetings.
7. Meets with representatives of telecommunication and technology vendors.

8. Consults with staff within the Pottawatomie-Wabaunsee Regional Library to insure harmonious operation of the total library.
9. Willing to attend workshops and training sessions.
10. Oversees the maintenance and upkeep of the Library computer systems.
11. Monitors maintenance schedules.
12. Keeps necessary equipment and supply records.

E. Performs other duties as assigned or required.

#### Required knowledge, abilities and skills

- A. Ability to communicate courteously and effectively with staff members, patrons, and the general public.
- B. Ability to perform clerical tasks such as sorting, filing and transcribing information.
- C. Knowledge of current information technologies and applications for libraries, including hardware, software, and networking.
- D. Ability to operate, set up, and maintain personal computers, networks, and other office equipment, and an understanding of their applications.
- E. Dexterity and strength to move equipment and materials, and to install PC systems and other technology applications.
- F. Ability to read various sizes of print, including very small print.
- G. Ability to drive and travel as required for duties.
- H. Ability to work in both self-directed and group settings.
- I. Skills for training all levels of users.
- J. Understanding of basic aims, goals, and services of the Library.
- K. Qualities of resourcefulness, good judgment, orderliness, accuracy, tact, courtesy, sense of humor.
- L. Potential to become knowledgeable of Pottawatomie-Wabaunsee Regional Library's collection including resources at all locations within the Library.
- M. Active awareness of events in the Library profession.
- N. Ability to take charge and to deal effectively with crises.
- O. Ability to understand and carry out directions.
- P. Initiative and resourcefulness in improving the collection and services of the Library.
- Q. Willingness to continue personal learning and professional development.
- R. Willingness to work with patron and staff until the patron receives the materials or information necessary, if available.

#### Minimum Qualifications

- A. Bachelor's Degree.
- B. Current, valid driver's license required.
- C. Experience working with and maintaining computer hardware, software, and systems.

#### Desirable Qualifications

- A. Master's degree from an ALA accredited library school or comparable relevant education.
- B. One to three years of experience working with computers and networks, preferred.
- C. Technical or specialized training from a technical school or college.
- D. Library experience.