City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Assistant Library Director</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>LBAD</td>
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<tr>
<td>Pay Grade:</td>
<td>NU22</td>
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<tr>
<td>FLSA Status:</td>
<td>Exempt</td>
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<td>Job Family:</td>
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**General Summary:** This position is responsible for managing the day-to-day operations of the Library (at both the main branch and related sites) and oversees all library divisions.

**Essential Duties and Responsibilities:**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

- Supervises, hires, trains, evaluates, plans, assigns, schedules and participates in the daily managerial duties of the library; advises the Library Director on all library operations and related issues; responds to and resolves sensitive inquiries or complaints from the public.
- Confers with library planners, contractors, and others for planning of library services or implementation of facilities plans or services; formulates and recommends library goals; implements strategic plan as developed by the Library Board.
- Supervises the formulation of and oversees the library budgets; develops and oversees grant funding proposals and administration of the related programs.
- Oversees the preparation and implementation of library policies and procedures.
- Assists the Library Director with labor relations, and organizational planning and development; researches and prepares statistical reports for staff and public input to improve library services.
- Assumes the duties of the Library Director in his/her absence, including communication and advisory role with the Library Board, Mayor, and other City department heads.
- Directs the maintenance of records as required by state and local guidelines.
- Maintains professional awareness and development through research and active participation in professional associations.
- Oversees library security issues and contracted security personnel. Liaises with the City Police Department.
- Keeps abreast of developments in the fields of library science, technology and human resources.
- Represents the library in the community and at professional meetings.
- Manages staff by interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Qualifications:**

**Education and/or Experience:**

Master's degree in library science and 5 or more years of related experience in the principles, practices, procedures, and techniques of public library services.
Certificates, Licenses, Registrations:

Must achieve Grade 1 certification from the South Dakota State Library within one year from date of hire.

Working Conditions:

_The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions._

The noise level in the work environment is usually quiet.

Physical Demands:

_The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions._

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk and reach with hands and arms. Specific vision abilities required by this job include close vision.