

Irondale Public Library

1032 Grants Mill Rd

Irondale, AL 35210

www.irondalelibrary.org

Associate Director (full-time)

JOB SUMMARY

Under the supervision of the Library Director, performs duties concerning the daily operation of the library; supervises and schedules other staff members; assists with coordinating public services; oversees technical support; oversees programs for adults, and coordinates the adult afternoon book club. Supervises circulation services, is a library liaison for the Friends of Irondale Public Library. Coordinates publicity for library. Assists patrons with information resources; supports and assists Library Director in planning and establishing library mission and goals; performs related duties as required.

DUTIES AND RESPONSIBILITIES

***Administration**--Assists Director in determining policies and goals. Helps prepare annual budget. Orders some materials and assists with budget expenditures. Assists Director with establishing personnel policies, job procedures, schedules and helps maintain payroll information. Understands the City financial system and submits bills to be paid. Directly supervises part-time library pages and assists with supervising other staff. Assists and conducts staff training for new personnel, for new procedures and for online materials. Assists with the maintaining of financial records. Works with the City Mayor, City Council and other City departments. Attends City meetings and events, as well as participates in City department meetings. Regularly attends Jefferson County Public Library Association meetings and serves on committees.

***Collection Development**--Assists Director with selection of new materials as well as helping with evaluating and weeding the collection. Stays current with new materials and new types of materials. Places some orders for books and other items. Oversees processing of materials. Coordinates output measures.

***Patron Assistance**--Works at information desk, assisting patrons of all ages with reference, reader's advisory and use of Jefferson County Library Cooperative online catalog and all our databases. Helps patrons with circulation information and problems. Helps patrons with basic use of computer and programs on the library's public PCs.

***Programming and Public Relations**—Oversees the planning, organizing and implementation of programs for all ages. Assists with maintaining website and oversees social media accounts with other staff members. Plans staff meetings. Coordinates publicity for programs and library. Helps with publishing of all library publicity materials.

***Technical Assistance**--Works and trains other staff to maintain all library computers. Coordinates circulation decisions and problems.

Will serve as backup for duties of other staff members when needed and perform other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of library principles, practices, and techniques. Knowledge of Internet and Windows software programs such as Word, Excel, and Publisher. Ability to communicate effectively with patrons and staff both verbally and in writing. Offers friendly help to patrons; analyze and find solutions to problems. Ability to stand for long periods and visual ability to read computer screens. Ability to stoop, twist and turn, and move materials from place to place. Will be required to work Saturday every three to four weeks and some nights until 7 p.m.

EDUCATION AND EXPERIENCE REQUIREMENTS

Masters of Library and Informational Services or equivalent degree from an ALA accredited school. Three to five years of professional library experience, including supervisory experience.

SALARY, HOURS, AND BENEFITS

40 hours per week, including Saturday every three to four weeks and one night per week until 7:00 pm, plus some special events. Starting salary \$62,025. Vacation and sick leave, 14 paid holidays, group medical and dental insurance.

City of Irondale/Library is an Equal Opportunity Employer
City of Irondale/Library is a Smoke-Free and Drug-Free Workplace