

CLASS SPECIFICATION FOR
Assistant Library Director

GENERAL STATEMENT OF DUTIES: Assists the Director of Library in the operation of the County library system, with particular emphasis on the Library's personnel functions and the interlibrary loan service; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class is responsible for the Library system's personnel process, working in close conjunction with the County Personnel Department. The incumbent also supervises and oversees the efficient operation of the interlibrary loan service. General supervision is received from the Director of Library, in whose absence the incumbent serves as Acting Director.

EXAMPLES OF WORK (illustrative only):

- Supervises professional and clerical staff;
- Initiates and follow through on all personnel transactions, including requisitions, interviews, terminations, promotions and transfers for all Library system employees;
- Assists in the performance evaluation, as appropriate, of Library employees, and maintains a file of scheduled evaluation dates to assure timely completion by supervisors of these activities with respect to merit and probationary evaluations;
- Oversees a program of orientation, in-service training, and continuing education for Library personnel;
- Supervises and implements all facets of the interlibrary loan service for area and branch library facilities in the county;
- Represent the Library system in community and professional activities, including speaking engagements before civic and community groups;
- Coordinates public programming and collection development;
- Makes regular visits to, and consults with, libraries within the system;
- Serves on the Director's Council, as secretary of the Library Advisory Board and performs public relations activities for the Friends' Coordinating Board;
- Acts for Director of Library, in Director's absence;
- Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Extensive knowledge of management and personnel practices in library administration as conform to County regulations and practices; extensive knowledge of all phases of library work; ability to effectively supervise; ability to evaluate staff performance and to design and implement staff development/training courses; ability to make effective speeches to groups and gatherings; ability to maintain courteous and effective relations with employees and the general public.

MINIMUM EDUCATION AND EXPERIENCE: Possession of an American Library Association-accredited master's degree in library science and six (6) years of progressively responsible library experience, including some supervisory and managerial experience; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENT: Possession of a valid Librarian's Certificate from the Virginia Board for the Certification of Librarians.