

## **QUALIFICATIONS**

- Minimum two (2) years supervisory experience with strong administrative skills.
- Demonstrated service-oriented professional experience.
- Ability to maintain confidentiality and use appropriate judgment in handling information.
- Ability to work accurately with attention to detail.
- Ability to retain, follow and recommend library policies and procedures.
- History of progressively responsible public library work experience.

## **HIGHLY PREFERRED QUALIFICATIONS AND COMPETENCIES**

- Masters of Library Science; a valid Ohio Certified Public Librarian credential.
- Provides leadership.
- Exhibits creativity.
- Fosters communication and teamwork between departments.
- Capable of learning new organization, product or technical knowledge.
- Acts with the patron in mind using information gained from interacting with patrons.
- Manages time effectively and efficiently.

## **SPECIAL REQUIREMENTS**

- Flexible schedule and willing to work evenings and/or weekends. Exempt, salaried employee. Duties may exceed forty (40) hours per week, due to nature of the position.
- Successful completion of background check.
- Valid State of Ohio driver's license.

## **COMPUTER/TECHNOLOGY/EQUIPMENT SKILLS**

- ILS applications.
- Microsoft and other applicable software products.
- Various mobile device formats and social media platforms.
- Other miscellaneous library-related applications, including email.

## **PHYSICAL DEMANDS**

- Periodic to occasional travel by automobile is required for position responsibilities.
- Manual dexterity and physical ability to perform tasks (repeated lifting weights up to 25 pounds, continual standing, reaching, bending and walking).

## **ESSENTIAL FUNCTIONS OF THE POSITION**

- Assists the Director in providing leadership to Library District; assists in development of policies, matters of administration and supervisory detail in connection with the operation and maintenance of the Library; supervises staff as assigned; acts for the Director in his/her absence; prepares and maintains reports. Functions as Deputy Fiscal Officer.
- Organizes, leads, and helps execute library projects that may fall outside the scope of regular duties.
- Assists the Director in preparing documentation for regular Board meetings; attends Board meetings and committee hearings as required; assists in the implementation of all Board policies; adheres to established customer service guidelines and procedures; informs the Director of system-wide matters requiring attention.

- Assists in preparation and development of short-range (one (1) year) organizational goals as required; works with the Director on strategic plan for the Library; reports regularly to the Director regarding progress toward organizational objectives and other issues of concern to the Director and the Board.
- Represents the Library in the community as assigned; promotes good public relations in the community; keeps informed of professional and community developments; participates in professional organizations as approved by the Director.
- Demonstrates regular and predictable attendance.
- Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- Attends meetings, conferences, seminars and community events as directed; serves on boards and committees as assigned.
- Prepares monthly system-wide staff scheduling to meet the needs of the community.
- Completes annual job performance evaluations of all non-exempt employees, per Director's input. Assists with interview and hiring process.
- Works with Outreach to Develop implements and oversees adult programming.
- Coordinates necessary vendor and contractor services/repairs to ensure smooth operation and open hours of all facilities.
- Performs any and all other related duties as assigned or directed in order to promote, further and ensure the effective and efficient operation of the Guernsey Co. Dist. Public Library.
- Acts as Library liaison to both OAPSE Local 26 and Friends of the Library.

The above statements are intended to describe the general nature and level of work being performed by any person assigned to this job. They are not intended to be an exhaustive list of all responsibilities and duties required of an employee assigned to this position.