



## Mississippi Valley Library District

Collinsville Memorial Library Center  
408 West Main Street  
Collinsville, IL 62234

Fairmont City Library Center  
4444 Collinsville Road  
Fairmont City, IL 62201

Historic Blum House  
414 West Main Street  
Collinsville, IL 62234

**Last Revised: January 2023**

### **JOB TITLE**

Assistant Director

### **GENERAL STATEMENT OF RESPONSIBILITIES**

Under the administration of the Executive Director, the Assistant Director assists in the overall professional administration of the Mississippi Valley Library District (MVL D). The assistant director is responsible for furthering the MVL D's mission and goals. In the absence of the Executive Director, the Assistant Director is in charge of the MVL D.

### **SUPERVISION**

Work is performed with considerable independence under the guidance of the Executive Director. Work is reviewed through regular conferences, prepared reports, observation, and evaluation.

### **MINIMUM QUALIFICATIONS**

- High school diploma or equivalent
- Library Technical Assistant (LTA) Certification or Library Support Staff Certification (LSSC)
- Ability to speak, write, and read in English
- Basic computer skills (such as email, Internet searching, and using software and apps) and ability to operate computers
- Five years of library experience in increasingly supervisory roles and/or equivalent
- Preferred - Spanish language fluency
- Preferred - ALA-accredited Master's Degree in Library and/or Information Science

### **COMPENSATION AND FLSA STATUS**

This position will be paid an annual salary starting at \$50,000 DOQ. The position is also enrolled in the MVL D's Illinois Municipal Retirement Fund (IMRF) pension. Health and dental insurance provided. Paid vacation, sick, and personal leave accrued. Optional supplemental health and liability insurance available. This is a full-time, salaried, FLSA exempt position.

## **WORK SCHEDULE**

The Assistant Director generally works daytime weekday hours; however, evening and weekend times are sometimes required. The work schedule may be adjusted by the Executive Director to reflect staffing needs.

## **CONTINUING EDUCATION**

The Assistant Director is required to attend continuing education and training opportunities relevant to the position as assigned by the Executive Director. The Assistant Director will attend no less than fifteen (15) hours of continuing education and training opportunities per fiscal year. Continuing education and training opportunities include, but are not limited to, library system programs, Illinois State Library programs, third-party management seminars, and in-house training.

## **NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to work and communicate effectively and courteously in English with the public and library staff using clear and concise written, verbal, and nonverbal communication skills
- Knowledge of professional library principles, methods, materials, and practices
- Skill in preparing, organizing, and maintaining accurate files, reports, and records
- Ability to manage and prioritize multiple simultaneous tasks/projects
- Ability to work independently under general supervision
- Ability to create, adapt to, and effectively implement change
- Ability to positively represent the MVLD within the community
- Ability to work with the public and staff in general and difficult situations
- Ability to complete tasks in a timely manner
- Ability to establish and maintain effective working relationships with Board members, MVLD administration, community officials, civic groups and organizations, fellow MVLD staff, and the general public
- Ability to handle confidential matters with considerable tact and discretion
- Ability to come up with imaginative, creative, and innovative solutions for real or potential problems, situations, etc.
- Knowledge of library materials, workflows, and organizational systems
- Ability to utilize skills across the MVLD's operations

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

### **Building and Grounds**

- Investigates and recommends building and grounds improvements/replacements to the Executive Director
- Assists with identifying, reporting, and/or resolving cleaning and maintenance issues, including MVLD vehicles
- Oversees the physical appearance of the Fairmont City Library's collections
- Acts as the liaison between the MVLD and the Fairmont City Library's cleaning and lawn care crews
- Coordinates the seasonal or topical decoration of the Fairmont City Library

### **Community Relations**

- Participates in community organizations and outreach events on behalf of the MVLD
- Coordinates and implements the registration, staff scheduling, and preparations for outreach events
- Assists the Executive Director in seeking community partnerships, sponsorships, and/or donations

### **Automation/Computers/Technology**

- Attends SHARE meetings and acts as the MVLD's representative in the absence of the Executive Director, including casting votes
- Ability to comfortably use the MVLD's integrated library system, computers, and other office technology/machinery
- Reports equipment maintenance issues to the appropriate staff member or vendor
- Has broad knowledge of using the Internet, email, and other programs and applications

### **Other Duties and Responsibilities**

- Assists the Executive Director with financial responsibilities including, but not limited to, the creation and implementation of the annual budget, fundraising, applying for and administering grants, and completing payroll processes
- Assists the Executive Director with drafting and implementing strategic, capital projects, technology, disaster, and other plans
- Assists the Executive Director with preparing the Illinois Public Library Annual Report, the Per Capita Grant, and other grants and reports
- Attends Board of Trustees meetings; assists the Executive Director with preparation for these meetings
- Assists the Executive Director in supervising and evaluating staff
- Obtains familiarity with all MVLD, SHARE, and library system policies and procedures and is able to act in accordance with them
- Assists with other library activities (circulation and reference/readers advisory in particular) as needed
- Provides consistent, accurate, gracious, and friendly service to fellow staff and patrons
- Assists in training and sharing relevant information with MVLD staff; co-leads staff meetings with the Executive Director
- Attends staff meetings and other continuing education opportunities; reads professional literature
- Provides feedback in the formulation of library policies and procedures
- Evaluates the needs of the MVLD's administrative services on an ongoing basis and recommends new or modified services, programs, and technologies to improve services and/or workflows
- Assists with other duties as assigned by the Executive Director

### **OTHER**

- This job description is not intended to imply that the duties above are the only duties to be performed by the employee in this position. Employees may be assigned other duties in

addition to or in lieu of those described above and any duties are subject to change at any time.

- Employment is considered to be “at will.”
- Employment is contingent upon the results of a criminal background check. “Hits” listed in the background check results will be reviewed to determine if the results are directly related to relevant job or work environment matters.
- Candidates are encouraged to apply if they can fulfill the requirements and abilities with or without accommodation