

Position Description: Assistant Director

Hours: Full-time (40 hrs. / Week. Must work 1 evening a week, and every 3rd Saturday)

Compensation: TBD

Primary job duties: Primary focus is on Outreach and Programming, as well as grant writing and social media, and assists Library Director with overall planning, organization, supervision, development, and administration of all other Library services, personnel, operations and programs. Assumes the duties of the Library Director in their absence.

#### Outreach

- Seeks out opportunities and cooperative partnerships to help the Library build their community and expand services locally and regionally
- Seeks out grants to supplement stated outreach budget as needed
- Formulates goals and procedures for implementing outreach services in accordance with organizational strategic plan and priorities
- Develops a consistent brand for the library by overseeing the organization's marketing and social media
- Ensures all programs and services are advertised to the fullest extent and in a consistent manner
- Develops a regular and sustainable schedule of community outreach services at local schools, senior citizen facilities, businesses, festivals, and other locations as needed
- Networks with area schools to provide access to Library materials and services for students
- Represents the library in at least one community organization (FRN, Lions/Rotary/Elks/Kiwanis, Create Buckhannon, etc.)

#### Programming

- Works with library staff to plan, develop and implement events of interest to library patrons that align to the organization's mission statement and community needs
- Demonstrates ability to maximize the quality of programs offered with a minimal budget
- Seeks out grants to supplement stated programming budget as needed
- Coordinates with other library staff to develop and implement annual all ages Summer Reading program
- Demonstrates skill in mentoring other UCPL and affiliate library staff to provide quality programming and events
- Recruits, trains, and supervises a volunteer program to assist with in-library functions as well as outreach services if needed
- Develops and oversees an internship for Wesleyan Scholars

#### General responsibilities

- Assist at circulation desk as needed, and is the direct reporting supervisor for all UCPL part-time staff
- Assists Director in evaluating Affiliate library services and operations
- Attends monthly Library board meetings for UCPL (required) and affiliates as schedule allows
- Participates in collection development (selecting, ordering, discarding) of library collections per the director
- Provides professional guidance as needed to affiliate libraries by phone, email or in-person visits
- Seeks out and regularly attends professional development opportunities
- Continuously seeks out emerging library trends and finds ways to scale them to UCPL's needs
- Demonstrates thorough knowledge of professional library principles, research expertise, reader's advisory, outreach and presentation skills
- Demonstrates knowledge of a variety of library-related technology and devices, including eBooks and social media
- Ensure all library patrons are provided with excellent customer service
- Other duties as assigned