

Orangeburg County

Title: Assistant Library Director

Class Code: **FT** **PT**
 Exempt **Non-Exempt**



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**ORANGEBURG
COUNTY**
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General Description

The purpose of this job is to assist the Library Director in monitoring and facilitating the operations of the Library. Supervise the Circulation and Technical Services Departments.

This position works under administrative supervision, developing and implementing programs within organizational policies and reports major activities to executive level administrators through conferences and reports.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Performs all communications with community members, library users, and staff using exemplary customer service skills.
- Must be comfortable working in a dynamic, fast-paced environment, and have the ability to exhibit professional maturity.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Attend after hours meetings and advocacy opportunities as instructed by the Library Director.
- Monitor and facilitate the operations of the library, substituting for the Director when necessary.
- Compile and produce monthly and annual reports.
- Oversees the instruction and training of all new staff on the Integrated Library System. Co-ordinates all software upgrades with the county IT department and the software provider.
- Acts as library liaison for the Friends of the Library Board and attends all meetings of this Board.
- Manage entries into the employee time clock system. Compile reports for payroll department.
- Performs other duties and related work as instructed and assigned.

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Minimum Education and Experience Requirements:

Requires a master's degree in Library and Information Science from a University or College accredited by the American Library Association.

Requires four (5) years professional library experience, that includes one (3) year of supervisory or administrative responsibilities, or any equivalent combination of related training and experience.

Special Certifications and Licenses:

- Requires a South Carolina Public Librarians certification.

Reasoning/Math/Language Skills:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Ability to read, analyze, and interpret documents and effectively to inquiries and complaints, general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Physical Demands:

Performs medium work that involves walking, standing, stooping, stretching, or lifting virtually all of the time and involves exerting between 20 and 50 pounds of force on a regular and recurring basis. Tasks require considerable skill, adeptness, and speed in the use of the fingers, hands or limbs in tasks involving close tolerances or limits of accuracy.

Unavoidable Hazards (Work Environment):

Involves routine and frequent exposure to:

- Bright/dim light; Dusts and pollen.
- Extreme heat and/or cold; Wet or humid conditions.
- Outdoor work may also be required.
- The noise level in the work environment is usually moderate

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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Americans with Disabilities Act Compliance

Orangeburg County is an Equal Opportunity Employer. ADA requires Orangeburg County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

I have read the above duties associated with the position of Assistant Library Director. I understand this job description is not all-inclusive, and I may be asked to perform additional duties. I understand I will be evaluated on my knowledge and understanding of the duties and task listed in this document. The position I hold with The County of Orangeburg is an at-will position, which means, either the County of Orangeburg, or I, may terminate employment, with or without notice, and with or without cause.

Print Employee Name

Date

Employee Signature

Date

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