

IOLA PUBLIC LIBRARY JOB DESCRIPTION

Job Title: Assistant Director

Reports To: Library Director

FLSA Status: Full-Time, Non-Exempt

Starting Wage: \$20-22 per hour, depending on experience

Work Schedule: 40 hours per week, with some evening and weekend work required.

Benefits: Paid vacation, sick, and holiday leave; KPERS retirement enrollment; health insurance through the City of Iola.

POSITION OVERVIEW

The Assistant Director is a leadership position within the library, assisting the Director in the planning, organizing, and coordination of the operations and services of the library, including the oversight of daily operations, financial management, programming, staff management, and community outreach. This role requires collaboration with the Board of Trustees and various library stakeholders to ensure high-quality service delivery and the successful execution of strategic goals.

ESSENTIAL RESPONSIBILITIES

Board Support and Administration

- Assist the Director in providing administrative support to the Board of Trustees, including agenda preparation, meeting attendance, meeting attendance and note taking, and new trustee orientation.
- Collaborate with the Director to make policy recommendations for board approval, implement board-adopted policies, and develop work procedures.
- Coordinate, prepare, and present monthly and annual reports to the Board; assist the Director with the annual report to the State Library.
- Help develop and implement a meaningful strategic plan in coordination with the Board, Director, staff, and community stakeholders.

Financial Operations

- Assist the Business Manager and Director in administering the library's finances.
- Support the Director in annual fundraising efforts and grant applications.
- Help develop the library's annual budget in alignment with strategic goals.

Circulation and Collection Development Support

- Oversee circulation services and serve as administrator for the Integrated Library System (ILS), providing staff training and support as needed.
- Provide reference and reader's advisory services; address patron questions and concerns, ensuring a welcoming environment for all visitors.
- Review and select materials in accordance with established policies and budget.
- Manage collection maintenance, including weeding and inventory.

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Community Engagement and Public Relations

- Promote the library's services to the community through annual reports, newsletters, brochures, fundraising materials, and social media.
- Represent the library at events and with presentations to local organizations.

Programming and Services

- Collaborate with staff to develop, plan, and schedule programming for all ages.
- Attend and support library programs, including introducing speakers and engaging with attendees.
- Oversee marketing and promotion of programming through the library's website, social media, and print materials.
- Plan, organize, and implement special projects as needed.
- Serve as the liaison to the Friends of the Library and Iola Reads, attending meetings and supporting fundraising and events as needed.
- Serve as the Passport Facility agent **and notary public**.

Customer Service and Staff Management

- Model and foster a culture of exceptional customer service within the library, encouraging initiative and creativity in staff.
- Develop meaningful expectations, staff policies and procedures with the Director and ensure appropriate training, continuing education, and support.
- Help ensure adequate staffing and service coverage.
- Assist the Director in managing library staff in accordance with policies and procedures.
- Participate in recruitment, staff development, evaluations, and addressing personnel issues as needed.
- Attend professional meetings, workshops, and classes and support staff continuing education.

Building and Facility Management

- Coordinate maintenance and grounds upkeep **of library properties**.
- Work with the Director, Board, and City to complete necessary renovations.
- Ensure safe conditions for staff, public, and building operations by taking appropriate action in emergency situations.
- **Other duties as assigned.**

QUALIFICATIONS

- **Required:** Bachelor's degree.
- **Preferred:** Experience in public libraries, especially in an administrative or supervisory role.
- **Recommended:** Pursuit of a Master's Degree in Library Science from an ALA accredited institution.

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Strong knowledge of public library operations, policies, and best practices.
- Ability to build effective, positive, professional relationships with staff, board members, community partners, and the public.
- Excellent communication skills, both written and verbal, with the ability to express ideas clearly and effectively.
- Strong organizational and project management skills, with the ability to work independently and manage multiple tasks and priorities.
- Experience with staff training and development.
- Ability to exercise independent, mature judgement and responsible decision-making with significant impact on library services.
- Proficiency in **Quickbooks**, Microsoft Office suite, Google WorkSpace, WordPress, library ILS, Canva, and Zoom.
- Ability to adapt to changing needs, priorities, and organizational goals.
- **Bookkeeping or accounting experience recommended.**

PHYSICAL REQUIREMENTS

- Regularly required to stand, walk, bend, kneel, reach, and sit.
- Ability to talk and hear, operate tools, and lift up to 30 lbs.
- Ability to work under stress from deadlines and public interaction.
- Prolonged use of a computer monitor and keyboard.
- Ability to drive and hold a valid driver's license for occasional night driving.

WORK ENVIRONMENT

- Ability to work in a dynamic, public-facing environment with diverse tasks and responsibilities.
- Reasonable accommodations can be made to enable individuals with disabilities to perform essential job functions.