

Baldwin Public Library - Job Description: Associate Director

Classification: Associate Director

Reports to: Library Director

The Associate Director reports to the Library Director, assists the Library Director in all areas, and serves as the staff member in charge in the Director's absence. The Associate Director is part of the administrative team that leads the Library by developing plans and working with the Library Board to determine the direction, goals, and policies of the organization.

Primary Job Duties:

- Assists the Library Director in directing, planning, organizing, staffing, coordinating, budgeting, and evaluating the Library to meet the immediate and long-range goals of the community
- Serves as the staff member in charge in the absence of the Library Director
- Assists in fundraising
- Assists in representing the Library and establishing partnerships by positively interacting with schools as well as civic, business, and other organizations
- Has liaison relationships with the Baldwin Public Library Board of Directors, the Friends of the Baldwin Public Library Board, the City of Birmingham, and other organizations
- Manages marketing and public relations, including the library's newsletter, website, and social media accounts
- Manages building maintenance department and acts as a liaison to the City of Birmingham's Building Facilities Department
- Works with the Inclusion, Diversity, Equity, and Access (IDEA) Task Force to create and maintain a library environment that is inclusive, equitable and welcoming for staff and the public
- Recommends changes in programs and services based upon new developments in the library field
- Investigates new trends and recommends new techniques, services, materials, staffing patterns, and technology to improve the operation of the Library
- Attends professional meetings and other continuing education activities, and maintains active membership in professional associations
- Prepares for emergencies and helps maintain a safe work environment
- Performs related duties as required

Qualifications:

- Master's Degree in Library Science from an ALA-accredited institution
- Possesses, or qualifies for, state certification from the Library of Michigan
- Three to five years of professional librarian experience, including administrative and management responsibilities in a public library.
- Broad knowledge of public library services, including current trends, issues, and emerging technologies

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- Eagerness to work with the public and serve patrons of all ages, backgrounds, and abilities
- Ability to establish and maintain effective working relationships with staff and the public
- Excellent communication, analytical, and organizational skills
- Flexible, independent, team-oriented
- Demonstrated leadership skills: ability to make administrative decisions and interpret policies
- Knowledge of English language, spelling, and mathematics

Job Requirements:

- Is accurate
 - Able to maintain confidentiality of library records and administrative matters
 - Uses good organizational skills
 - Able to work independently and assume responsibility
 - Is flexible, works under short time constraints, and meets deadlines
 - Able to interact and work effectively with customers, supervisors, co-workers, and volunteers
 - Able to interpret and follow policies and guidelines
 - Able to communicate with others in person, on the telephone, and virtually
 - Able to view and produce written and electronic documents
 - Able to access and retrieve library materials that vary in weight, size, and shape and may be located at heights ranging from floor-level to overhead-level
 - Able to access various locations within the Library and attend meetings in locations away from the building
 - Able to lift and move items of light or moderate weight
 - Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions
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