



Illinois Heartland Library System

Position Description

Position Title: SHARE Assistant Director

Supervised By: Associate Director

FLSA: Exempt

Location: Edwardsville

Employee Type: Full-time

Pay Type: Salaried

Fiscal Classification: Library Professional

Salary Grade: 11

Summary:

The SHARE Assistant Director is a proactive leader, responsible for coordinating the SHARE department and providing quality service to member libraries. This position works collaboratively with SHARE managers and assists the IHLS Associate Director in the administration of the automation program. This requires a collaborative spirit both with SHARE team members and member library leaders, ensuring high-quality service and database standards. The SHARE Assistant Director provides exceptional customer service, coordinates membership training and communication, and assists in establishing goals and objectives for SHARE.

Essential Duties & Responsibilities:

- Provide significant management and coordination of the daily operations of the automation consortium, SHARE.
- Oversee all aspects of the SHARE Bibliographic Services Department, including goals, objectives, and procedures.
- Oversee training needs for SHARE member library staff.
- Develop and monitor processes to ensure accurate statistical and empirical data.
- Act as a liaison to SHARE committees, including SHARE Executive Council and SHARE Bibliographic & Cataloging Standards Committee.
- Evaluate services, staffing levels, and resources to ensure a high level of service and support for the SHARE membership.
- Interpret SHARE membership needs and recommend policy or procedural changes to maintain the highest standard of operational functionality of SHARE.
- Coordinate departmental communications to ensure that timely and accurate information is disseminated to SHARE members.
- Promote system membership to potential members, providing cost and promotional materials to libraries interested in joining SHARE.
- Collaborate with SHARE and IT in the event of a service interruption, as well as launch downtime procedures.

Supervises: Bibliographic Grant Manager, SHARE Bibliographic Supervisor, SHARE Training Cataloger, SHARE Member Engagement Specialist

Minimum Education and Experience:

- Master's Degree in Library Science and five years of original cataloging experience.
- Experience cataloging in Polaris and Connexion highly preferred.
- Three (3) years experience working in libraries in an administrative capacity.

Licenses or Certifications Required: Valid driver's license or other accommodation for travel.

Knowledge, Skills, and Abilities Required:

- Excellent customer service skills.
- Excellent knowledge of standard bibliographic sources, bibliographic form, metadata, and verification tools.
- Excellent knowledge of integrated library systems and how data integrates between circulation, cataloging, and discovery.
- Knowledge of principles and processes for providing customer services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Good knowledge of business and management principles involved in strategic planning, budgeting, human resources management, leadership techniques, and coordination of people and resources.
- Good knowledge of principles and methods of adult curriculum and training design, teaching, instruction, and evaluation for individuals and groups.
- Knowledge of the principles and procedures of professional library work including methods and practices.
- Excellent oral and written communication skills.
- Demonstrated critical thinking and problem-solving abilities.
- Ability to provide accurate and timely information in a language and format that is easily understood by members and colleagues.
- Ability to use computer and software such as Word, Excel, and PowerPoint.
- Ability to work in an organization that embraces customer service.
- Ability to analyze internal processes, recommend improvement, and implement procedural changes.
- Ability to be flexible, to use time wisely, and to perform duties in a professional manner.
- Willingness to help others accomplish their objectives.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Ability to monitor and assess performance of self, other individuals, and working teams to make improvements or take corrective action.
- Ability to establish and maintain effective working relationships with staff, governmental representatives, and member libraries.
- Ability to work well as part of a team, including consensus building and group decision making.

Remote Work: Remote work within Illinois is available, contingent on an approved remote work agreement and adherence to company policy.

Working Conditions & Physical Requirements:

- Work takes place in a typical office environment and/or remote work setting. Some evening and weekend work will be required with overnight travel.

- Primarily sedentary work, but also requires standing, walking, stooping or crouching, kneeling, crawling, reaching, pushing, grasping, lifting, feeling, hearing, writing, and talking.
- Clarity of vision at 20 inches or less with the ability to adjust the eye to bring objects into sharp focus, clarity of vision at 20 or more feet, and the ability to distinguish colors.
- Must be able to concentrate on detailed information over an extended period.

The duties listed above are not all-inclusive. Employees may be required to perform other job-related duties as requested, in accordance with state and federal law.

If you require assistance or accommodation to apply for this position, please contact the Human Resources Director at hr@illinoisheartland.org or 217.689.0999. IHLS is an Equal Opportunity Employer and is committed to providing reasonable accommodation to qualified individuals with disabilities.

Employee Signature

Date

Supervisor Signature

Date