



Illinois Heartland Library System

Position Description

Position Title: **Associate Director**

FLSA: Exempt

Location: Carbondale

Employee Type: Full-time

Pay Type: Salaried

Fiscal Classification: Library Professional

Salary Grade: 11

Summary:

The Associate Director is responsible for managing all departments and functions that directly affect System membership and those who are responsible for projects funded by grants and delivery operations. This position also reviews and discusses with libraries on how to obtain System membership. Is also available to board committees or the board of directors to present and discuss membership issues.

The Director is part of the Executive Team which participates in establishing strategic directions as well as goals and objectives for IHLS.

Essential Duties & Responsibilities:

- Establish and implement departmental goals, objectives, and procedures.
- Develop and monitor processes to ensure accurate statistical and empirical data.
- Oversee the development and monitoring of budgets for grant funded programs and projects.
- Review financial information, activity reports, and other performance data to measure productivity and goal achievement and to determine areas needing cost reduction and/or program improvement.
Identify and apply for grants that support System goals and objectives.
- Update, as needed, the reporting mechanism to monitor compliance with system membership criteria.
- Contact libraries when a change in directorship has taken place to review membership criteria.
- Review member reporting against criteria and make recommendations to the Board on changes of membership status.
- Make site visits, as needed, to libraries.
- Oversee membership data collection.
- Provides facilities and equipment appropriate for the programs and supporting services
- Promote System Membership with interested groups.

Associate Director (continued)

- Encourage libraries to be advocates for their library and programs that benefit their library.
- Act as the staff liaison in the development and activities of the Networking groups.

Supervised by: Executive Director

Supervises: Membership Coordinator, Operations Director, Grants Specialist, and SHARE Director

Minimum Education and Experience:

- Master's Degree in Library Science
- Three (3) years experience working in libraries in an administrative capacity.
- Experience working in or with different types of libraries is required.

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

Knowledge, Skills, and Abilities Required:

- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources concepts, leadership technique, production methods, and coordination of people and resources
- Knowledge of principles and processes for providing customer services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- 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.
- Knowledge of the principles and procedures of professional library work including methods and practices.
- Comprehensive knowledge of IHLS membership criteria.
- Knowledge of principles and processes for providing customer services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Ability to use computer and software such as Word, Excel, and Power Point.
- Good oral and written communication skills for the purpose of explaining, persuading and negotiating.
- Ability to work in an organization that embraces customer service.
- Ability to establish and maintain effective working relationships with staff, the board, governmental representatives, and member libraries.
- 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 demonstrate a positive attitude towards co-workers, member libraries and job duties.
- Ability to travel as required.

Working Conditions:

Work is usually performed in an office environment. Some evening and weekend work will be required, with occasional overnight travel.

Telecommuting:

This position allows for occasional or regular telecommuting.

Physical Effort:

- Primarily sedentary work, but also requires standing, walking, stooping or crouching, kneeling, crawling, reaching, pushing, grasping, lifting, feeling, hearing and talking.
- Requires the ability to exert up to 20 pounds of force occasionally to lift, carry, push, pull or otherwise move objects.
- 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.
- Ability to effectively use a computer.

This job description is not intended to imply that the duties identified above are the only duties to be performed by employee(s) in this position. Employees may be required to perform other job duties as requested, subject to applicable state and federal laws. This job description or certain job functions described herein may be subject to modification in accordance with applicable state and federal laws.

Employee (Print Name)

Employee Signature

Date

Supervisor (Print Name)

Supervisor Signature

Date

Approved July 2018