

**Natchitoches Parish Library**  
**JOB OPPORTUNITY**

**ASSISTANT DIRECTOR**

**GENERAL SUMMARY:** Under the direct Supervision of the Library Director, the Assistant Director serves as second-in-command of the Natchitoches Parish Library.

The Assistant Director is responsible for management of all fiscal and human resources related activities. The Assistant Director assists in overseeing the day-to-day operations and activities of the library and managing all library personnel.

Main responsibilities include, but are not limited to, budget planning and preparation, accounts receivable, account payables, cash reconciliations and deposits, personnel and payroll, maintenance of bookkeeping records, and reconciliation of NPG financial statements for Library against Library's financial reports.

Supervision is exercised over all library personnel.

**MINIMUM REQUIREMENTS:**

- Bachelor's degree in Library Sciences from an American Library Association (ALA) accredited college or university with 3 years of relevant library experience with 1 year in a supervisory role OR an equivalent combination of related experience and education.
- Knowledge of the principles, practices, and techniques of library services.
- Knowledge of the principles, practices, and techniques of library administration including budget development, purchasing and expenditure control, project management, supervision, and personnel management.

**POSITION HOURS:**

- Full-time, hourly, exempt position; 40 hours per week.
- Typical schedule is Monday through Friday, 8:00AM – 5:00PM.
- Schedule may vary depending on the needs of the library. Must be able to work days, evenings, and weekend hours.

**POSITION:** Assistant Director

**SALARY RANGE:** \$46,800-\$51,200 – dependent upon qualifications and experience

Position open until filled.

## JOB DESCRIPTION

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Natchitoches Parish Library

### **ASSISTANT DIRECTOR**

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Reports to Library Director

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#### **General Summary**

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#### **Essential Functions and Responsibilities**

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##### **Fiscal:**

- Maintains financial records of all library funds.
- Prepares financial/budget summary for submission to Library Director.
- Collects and organize data for projections and preparation of Library budget.
- Provides estimates of annual expenditures in various categories as requested, for preparation of library budget.
- Posts account activity in Quick Books, reconciles with Parish Government accounting practices.
- Maintains the Library account receivables, expenses and purchase orders; This includes receiving requisitions for the purchase of supplies, equipment and library materials, maintaining records and files of expenditures, preparing purchase orders, obtaining approval signatures and verifying invoices.
- Audits transaction records by comparing with print out from Parish Government and notifies Parish of any errors.
- Audits vendor statements/invoices, request clarifications as necessary, and resolve discrepancies.
- Receives checks from Parish Government for disbursement to vendors, records check numbers in Quick Books software, and prepares checks and invoices for mailing.
- Prepares and submits budget amendments to Parish Government.
- Prepares deposits with no errors, and coordinate delivery of deposit with the Administrative Team.
- Prepares monthly, statistical, and special reports; collects and analyzes pertinent financial data.

##### **Human Resources:**

- Supervises professional, paraprofessional, clerical, and other public service employees engaged in providing library services.
- Conducts various personnel management activities, including interviewing and hiring staff, advising managers regarding personnel actions or problems, making recommendations regarding personnel such as appointments, transfers, promotions, pay increase, and disciplinary actions.
- Records staff attendance, calculate time sheets and calculate leave.
- Prepares and maintains payroll records; maintains timesheets; and distributes payroll checks

## Library Operations:

- Assists in the management of the day-to-day operations of the library in consultation with the director.
- Consults with department managers regarding planning and developing projects or services; communicates with managers any plans, policies, and procedures as adopted.
- Researches and implements special projects on an ad hoc basis in conjunction with other relevant personnel.
- Knows, applies, and assists in the development of library policies and procedures.
- Manages disturbances and problem patrons.
- Participates effectively and contributes to the discussions and decisions of the Administrative Team
- Maintains an accurate and organized filing system.
- Maintains and orders library supplies, janitorial supplies, and equipment.
- Prepares statistical reports and verifies statistical reports for accuracy / completeness; assists with preparation of annual report as needed.
- Keeps abreast of advances in technology and plans for applications to improve and enhance library services.
- Improves the quality of library services through individual and general staff development by attending relevant meetings, workshops, training sessions, and visiting other sites.
- Understands the necessity of, and maintains the confidentiality of, library use.
- Promotes a service-oriented outlook among all staff.
- Formulates goals, policies, objectives, plans, and procedures for library services.
- Monitors and evaluates the effectiveness of library services and programs.
- Directs or prepares studies and reports to support recommendations for policy changes or procedural improvements.
- Keeps abreast of current developments in library operational techniques and procedures and revises division methods as appropriate.
- Communicates and coordinates regularly with administrators to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- In the absence of the Library Director, the Assistant Director may be required to assume responsibilities of that position.

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## Knowledge, Skills, and Abilities

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### Knowledge of:

- Principles, practices, and techniques of library services.
- Principles, practices, and techniques of library administration including budget development, purchasing and expenditure control, project management, supervision, and personnel management.
- Determining community needs and interests, and methods for providing requested resources.
- Principles and applications of computers, automation, and data communications as they relate to library systems.

### Leadership styles and skills:

- Experience supervising, including the ability to train and inspire staff, and promote enthusiastic teamwork.
- Working knowledge of and ability to use relevant electronic information resources, including recent technological innovations, emerging information databases and delivery technologies, and library applications.
- Excellent interpersonal and creative problem-solving skills.
- Exceptional written and oral communication skills, including experience in public speaking.
- Positive and enthusiastic approach to public service.

### Ability to:

- Perform a broad range of supervisory responsibilities over others.

- Communicate orally, with customers, patrons, parish officials and the public by phone or in person in a one-to-one or group setting.
- Produce written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Analyze professional and administrative problems, make recommendations, and take appropriate action.
- Conduct and direct research and evaluate the results.
- Interpret library policies, objectives, and facilities to community groups, public officials, professional groups, and the general public.
- Work cooperatively with others.
- Serve the public with friendliness, tact, and diplomacy.
- Work well under pressure.
- Delegate work effectively.
- Set priorities for work to be done and meet deadlines.
- Establish and maintain effective working relationships with staff members, vendors, technicians, government officials and staff, and the general public.
- Travel to various library meetings, conferences, workshops, etc.

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## **Physical and Mental Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Tasks affected include computer work, filing, answering the telephone, processing, and shelving books.

Ability to stand, walk and drive as needed throughout the day.

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## **Education, Experience, and Training**

Bachelor's degree in Library Sciences from an American Library Association (ALA) accredited college or university with 3 years of relevant library experience with 1 year in a supervisory role OR an equivalent combination of related experience and education.

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## **Supervisory Responsibilities**

Supervises all library personnel.

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## **Position Hours**

Full-time, hourly, exempt position; 40 hours per week. Typical schedule is Monday through Friday, 8:00AM – 5:00PM. Schedule will vary depending on library needs. Must be able to work days, evenings, and weekend hours.

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## **Additional Qualifications**

As an absolute condition of employment, all applicants shall agree to a clerical examination and panel interview. If selected for employment, all information listed on the application and/or resume is subject to verification. References shall be confirmed as part of the interview process.

To ensure that individuals who join the Library are well qualified and to ensure that the Library maintains a safe and productive work environment, it is our policy to conduct pre-employment background checks on all applicants who accept an offer of employment. Background checks may include verification of any information on the applicant's résumé or application form.

All offers of employment are conditioned on receipt of a background check report that is acceptable to the Library Board of Control. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and anti-discrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

If information obtained in a background check would lead the Library to deny employment, a copy of the report shall be provided to the applicant, and the applicant shall have the opportunity to dispute the report's accuracy. Background checks may include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment.

Additional checks such as a physical examination, agility test, drug test, driving record or credit report may be made on applicants for particular job categories, if appropriate and job-related.

Employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products of any kind while on the job. Individuals must be physically capable of operating library vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for library business will be prohibited if the employee does not have personal insurance coverage.

**DISCLAIMERS:** The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods or otherwise to balance the workload.