

**POSITION DESCRIPTION  
PEABODY PUBLIC LIBRARY  
COUNTY OF WHITLEY, INDIANA**

**POSITION:** Assistant Director  
**DEPARTMENT:** Administration  
**WORK SCHEDULE:** As assigned  
**JOB CATEGORY:** PAT (Professional, Administrative, Technological)

**DATE WRITTEN:** September 2002 **STATUS:** Full-time  
**DATE REVISED:** March 2016, May 2021, June 2025 **FLSA STATUS:** Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Peabody Public Library provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as the Assistant Director and Librarian for the Adult Services Department, responsible for supervising assigned staff, assisting with and overseeing administrative functions in absence of Executive Director, and performing Librarian duties.

**DUTIES:**

Acts as Executive Director in her/his absence, following established policies and procedures.

Supervises and directs assigned staff and volunteers, including analyzing workload and human resources needs, reviewing position documentation, determining significant changes in responsibilities, planning/organizing/delegating work assignments, establishing specific work goals, providing training, providing orientation to new subordinates, evaluating work performance, and recommending personnel action.

Assists Executive Director in developing policies, setting Library and Departmental short- and long-term goals, and budgets for department and library. Informs Executive Director and the Library Board of developments, initiatives, and problems in the department.

Prepares and adjusts departmental staff schedule, ensuring coverage needs are met throughout the building for all Adult Services activities.

Develops surveys and statistical studies, including collecting, compiling, charting, and interpreting results. Maintains statistical records for department.

Cooperates as a team member with various library staff and departments to ensure the achievement of efficient library operations and attainment of Library goals.

Serves as a representative of the library through participation in consortium committees and community service organizations and events.

Maintains Adult Services collection by selecting new materials in all formats; reading reviews for recommended materials; examining and evaluating existing materials; and adjusting the collection to maintain currency, balance, and proper reflection of Library goals.

Oversee the Library's programming efforts through evaluation and training. Runs the monthly Programming meeting to ensure all staff engaged in programming efforts are trained, supported, and prepared for upcoming programs.

Schedules and plans programs and events for the department, including author visits, lectures, dramatic and musical presentations, and arts and crafts. Publicizes events, services, and materials available at the library, including creating and providing promotional copy and materials related to departmental events to individuals designated to provide marketing services for library.

Assists patrons in library use, including providing reference service, computer assistance, suggesting materials based on patrons' preferences, answering directional questions, and ensuring patrons feel comfortable with Library resources and programs.

Performs circulation desk duties, including checking in/out materials, renewing materials, collecting fine payments, registering patrons, and other duties as assigned.

Ensures Internal Controls compliance within the Adult Services Department.

Maintains knowledge of library trends, issues, and technologies, as well as, political, economic, and demographic issues that may affect library services and programs.

Participates in professional organizations and attends workshops, seminars and conferences as assigned.

Performs related duties as assigned.

## **I. JOB REQUIREMENTS:**

Master's degree in Library Science or related field of study.

Ability to obtain and maintain an Indiana Library Certification LC2 or higher.

Thorough knowledge of the methods, materials, policies, practices, and techniques of professional library work.

Thorough knowledge of standard English grammar, spelling, and punctuation, with ability to type and complete department correspondence, documents, and reports within established deadlines, file materials, and copy data from one document to another.

Working knowledge of budgeting, public speaking, and basic computer skills, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Ability to supervise and direct assigned staff and volunteers, including analyzing workload and human resources needs, reviewing position documentation, determining significant changes in responsibilities, planning/organizing/delegating work assignments, establishing specific work goals, providing training, providing orientation to new subordinates, evaluating work performance, and recommending personnel action.

Ability to properly operate standard office and library electronic equipment.

Ability to comply with all employer policies and work rules, including but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, other library departments, professional organizations, vendors, other area libraries, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of library information and records according to state requirements.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work rapidly for long periods on several tasks at a time, often under time pressure.

Ability to apply knowledge of people and compare similarities and differences between data and people.

Ability to compute and perform arithmetic operations and develop operating budgets.

Ability to regularly work weekends and evenings and occasionally work extended hours and travel out of town for workshops, seminars, and conferences, sometimes overnight.

## **II. DIFFICULTY OF WORK:**

Incumbent operates with general instructions and guidelines and selects the most appropriate ones to properly complete assigned tasks. Majority of tasks are well-defined and recur on a regular basis. Incumbent must be able to make sound decisions on behalf of the Library and staff in absence of Executive Director.

## **III. RESPONSIBILITY:**

Incumbent receives general supervision with assignments guided by broad policies and/or general objectives. Incumbent refers to supervisor when interpretations of departmental policies, programs, and expenditures are thought necessary. On rare occasions, decisions are made in the

absence of specific policies and procedures, and/or guidance from supervisor. Work is periodically reviewed for attainment of objectives and technical accuracy.

#### **IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent communication with co-workers, other library departments, vendors, professional organizations, other area libraries, and the public for purposes of exchanging information and ideas, explaining and interpreting policies and procedures, supervising assigned personnel, and presenting subject matter to others through explanation or demonstration.

Incumbent reports directly to Executive Director.

#### **V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs a majority of duties in a standard office/library environment and information/service counter, involving lifting/carrying/pushing/pulling objects weighing less than 25 pounds, handling/grasping/fingering objects, keyboarding, close vision, hearing sounds/communication, and speaking clearly.

Incumbent to regularly works weekends and evenings and occasionally works extended hours and travels out of town for workshops, seminars, and conferences, sometimes overnight.