



**Monroe County  
Public Library**

Main Branch 303 E. Kirkwood Ave. Bloomington, IN 47408 812-349-3050	Ellettsville Branch 600 W. Temperance St. Ellettsville, IN 47429 812-876-1272
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An Equal Opportunity Employer and a Tobacco-Free Property

**JOB POSTING INFORMATION**

**Applications Accepted March 7 through 5p.m. April 4, 2012**

**JOB TITLE:** Associate Director

**FLSA STATUS/BENEFIT LEVEL:**

Regular, Exempt, Full-Time

**DEPARTMENT:** Administration

**Salary Range:** \$62,400 – \$93,600

**JOB CLASSIFICATION:** K

**REPORTS TO:** Library Director

**HOURS PER WEEK:** 37.5

**SCHEDULE:** Flexible. some evening, and weekends required.

**CERTIFICATION(s):** Indiana Public Library  
Certification – Librarian Level 2

**MCPL schedules may be adjusted in  
response to changing operational needs.**

**JOB DESCRIPTION AND SPECIFICATIONS**

**General Summary**

Under the direction of the Monroe County Public Library Director, serves as a member of the administrative team, assumes responsibility for library service operations and for the library as a whole when the Director is unavailable, and coordinates other initiatives in support of the Library's strategic plan.

Responsible for analyzing the goals and effectiveness of library programs, services, and participates in long-range planning, development and implementation of library-wide policies and procedures.

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**Essential Functions and Responsibilities**

1. Responsible for the Library's public service strategy. (E)
2. Serves on the Library's administrative team; advocates for services as participant in library services, human resource, and budget planning. (E)
3. Provides leadership in the development and implementation of library policies and processes; and provides advice, feedback, and assistance to the Director. (E)
4. Directly supervises managers of several library departments as identified within the library's organizational structure. Participates in hiring, training, coaching, and evaluating department managers. Works with managers to achieve uniform levels of service. (E)
5. Facilitates committees and teams in process improvement initiatives and programs to optimize overall library service operations. (E)
6. Participates in gathering, preparing, and presenting data on library performance to support decision making and reporting to the Library Board and other local, state, and national agencies. (E)

7. Works with the library director in overseeing the strategic alignment and implementation of the library's initiatives and partnerships; achieve goals by working with a wide variety of stakeholders. (E)
8. Participates in setting library's communication strategies to support awareness of services. Takes a leadership role in representing the library in the community; fosters engagement and encourages support for library priorities. Acts as primary media contact in the absence of the library director. (E)
9. Represents library services during major property improvement and/or renovation projects; takes lead in communicating and coordinating with architects. Oversees and collaborates with constituents for remodeling, construction projects, and other property concerns. (E)
10. Assumes responsibility for the Library in the absence of the Director. (E)
11. Collaborates with HR and department managers in the application of employment policies and performance management. Serves as tertiary escalation/support for problem resolution and appeals process. Represents management as a member of the administration team in collective bargaining, labor-management discussions, and grievance proceedings. (E)
12. Is professionally active; identifies and participates in professional development opportunities; responsible for retaining Indiana Public Librarian Certification Level 2 or above. Reads widely to keep in touch with library trends, developments, and new technology and contributes ideas and suggestions to colleagues and library staff members.
13. Maintains the confidentiality of the Library's information and that of its employees.
14. Leads innovation and technology development to address community needs and priorities.
15. Performs other functions as necessary to insure effective and smooth continuity of the operations of the library.

**(E) = Essential Job Function.** Meets one or more of following criteria:

- 1). Core purpose of position; removing function would fundamentally change this position.
- 2). Limited number of employees available to perform function.
- 3). Expertise (knowledge, experience, education, credentials, etc.) required to perform this duty.

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### **Knowledge, Skills and Abilities**

- Strong knowledge of library policies.
  - Proven strong analytical, problem-solving, and conflict resolution skills.
  - Good organizational and time management skills.
  - Strong listening, verbal and written communication skills, demonstrated excellent public speaking skills.
  - Ability to work within tight timeframes and simultaneously manage several projects.
  - Demonstrated interpersonal skills for interacting with direct reports, other employees, and outside contacts; ability to be consistently pleasant, positive, and responsive to a diverse public and staff.
  - Excellent listening and communication skills.
  - Demonstrated ability to lead and/or work as part of a team.
  - Ability to learn and adapt to new software and equipment technologies.
  - Supervisory skills including hiring, training, coaching, and performance management.
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### **Required Education/ Experience and License/Certifications**

- Master's Degree in Library Science (MLS) from an ALA accredited college or university required.
- Seven years of related professional experience, including five years of managerial experience, required. Ability to acquire Indiana Library Certification – Librarian Level 2.
- In-depth knowledge of public services, technical services, information systems, and facilities management.
- Demonstrated judgment and decision-making ability.
- Experience in strategic planning and execution.
- Experience in contracting, negotiating, and change management.
- Ability to adapt to a variety of computer applications.
- May require verification of valid driver's license and proof of insurability should assignment(s) include regular travel.
- Verification of education and credit history conducted during routine pre-employment background/employment check process.

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### **Working Conditions**

- Normal library working conditions; moderate exposure to office/maintenance chemicals.
- Occasional exposure to fluctuations in interior conditions such as noise and temperatures.
- Various repetitive actions and use of video display terminals and keyboards.
- May encounter exposure to outside elements; heat, cold, rain, snow, ice, etc. when traveling on library business.
- Occasional lifting and carrying of light to moderately heavy materials

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### **Supervision Received**

Receives broad oversight. Works within a framework of general policies and procedures.

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### **Supervision Exercised**

Supervises multiple department managers. Sets expectations for library departments and is directly accountable for results. Resolves the most complex problems for various departments as well as for library-wide issues. Evaluates work objectives and effectiveness and recommends modifications. Works with appropriate managers and makes recommendations for development strategies and disciplinary actions for department staff. Collaborates with administration team, managers, and library director.

This job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, assignments, or working conditions associated with this job.

Reasonable accommodations may be made to enable individuals with identified and communicated ADA disabilities to perform the essential functions of this job.