

Webster Parish Libraries

521 East & West Street

Minden, LA 71055



Job Description Form

EMPLOYMENT INFORMATION

Branch:	Minden	Status:	Full-Time
Position:	Assistant Director	Hours:	M-F 8AM – 5PM
Supervisor:	Director	Hourly:	Saturdays as Needed

OVERALL OBJECTIVE

The Assistant Director supports the Director in the overall administration, operations, and strategic direction of the library system. This position assists with the coordination of daily operations across all branches, supervises assigned departments and staff, helps oversee facilities and public services, and may serve as acting administrator in the Director's extended absence.

ESSENTIAL DUTIES

- Assist the Library Director with daily operations, system-wide planning, staff support, and administrative responsibilities across all library branches.
- Monitor and respond to library email communications as needed.
- Assist with collecting, reviewing, and preparing monthly branch statistics.
- Assist with branch visits and provide support to branch managers and staff as needed.
- Assist with staff evaluations on a quarterly basis and support the Director in preparing documentation and follow-up.
- Assist with budget preparation, review, and updates prior to board meetings as requested.
- Assist with the development, review, and updating of library policies for board consideration.
- Assist with maintaining and updating the library website, including quarterly link checks, holiday calendar postings, catalog homepage updates, closure announcements, and patron-facing information.
- Respond to social media questions and messages as needed in a professional and timely manner.
- Prepare and present the annual performance summary at the February staff in-service.
- Assist with E-rate filings, vendor service approvals, and related documentation as needed.
- Assist with Discovery Camp planning, including t-shirt design as requested, PowerPoint preparation, manual updates, calendars, certificates, registration materials, performer booking, website updates, and year-end ceremony coordination.
- Assist with other system-wide initiatives, special projects, and administrative duties as assigned.

- Assist with planning and hosting system-wide events such as Trunk or Treat, including participant recruitment, transportation coordination, attraction planning, website signups, and event logistics.
- Create and update timesheet files, statistical forms, patron handouts, unified signage, and other internal or public-facing documents as needed.
- Coordinate holiday card preparation, including labels, cards, staff signatures, and mailing.
- Search for and recommend new performer talent, outreach opportunities, database purchases, and continuing education topics.
- Participate in outreach events and represent the library system in a professional and positive manner.
- Speak at outreach events as needed on behalf of the library system.
- Assist with open meeting law postings and other required public notices as needed.
- Prepare and mail external correspondence as needed.
- Assist with employment interviews, onboarding review, and employee terminations as directed.
- Review new employee orientation materials and confirm successful completion.
- Assist with cataloging materials as needed.
- Assist with material selection and ordering as needed.
- Provide newspapers and related materials to scrapbook personnel as needed.
- Troubleshoot patron technology resources such as Rokus and hotspots as needed.
- Support the Director, branch managers, and staff by helping ensure consistent communication, organized procedures, and efficient library operations across the system.
- Assist with conducting situational investigations involving staff, patrons, and members of the general public, including gathering information, documenting concerns, reviewing relevant policies or procedures, and reporting findings to the Library Director as appropriate.
- Respond to after-hours activity calls as needed, including facility concerns, security-related notifications, emergency situations, or other matters requiring administrative awareness or follow-up.

ADDITIONAL DUTIES

- Follows and/or enforces Library Policy.
- Maintains patron confidentiality.
- Participates in library activities outside of normal working hours as requested.
- Completes tasks and reports in a timely manner.
- Attends meetings, training seminars as required.
- Performs other job-related duties as needed.

NECESSARY QUALIFICATIONS REQUIREMENTS (KNOWLEDGE, SKILLS, & ABILITIES)

- ✓ Ability to prioritize work.
- ✓ Must have the ability and temperament to work with public.
- ✓ Must be able to understand and speak the English language in an understandable manner

in order to carry out essential functions of the job.

- ✓ Willingness to further credentials by additional education and workshops.
- ✓ Must have the ability to function independently and the ability to work effectively with library patrons, co-workers, and others.
- ✓ Must be able to listen.
- ✓ Must be trustworthy and respect employee/patron privacy.
- ✓ Must have the ability to communicate effectively both orally and in writing.
- ✓ Must have the integrity and ability to handle confidential information and cash money.
- ✓ Must be accurate, have legible handwriting, and possess excellent arithmetical, grammatical, spelling and proofreading skills.
- ✓ Must be able to perform basic mathematical computations.
- ✓ Must be familiar with standard office equipment, telephone systems, photocopiers, printers, fax machines, typewriters, and personal computers and software.
- ✓ Must be able to read, understand and interpret complex specifications.
- ✓ Must have an attention for detail and strive for accuracy.
- ✓ Must have the ability to communicate effectively, patiently and courteously with coworkers, patrons and other community members.
- ✓ Must have the ability to handle multiple activities or interruptions at once and to work positively and effectively within a team model.
- ✓ Must have the ability to adapt to a rapidly changing environment and to maintain flexibility.
- ✓ Must have the ability to work well with others in a team setting for the betterment of the library system.
- ✓ Must have pleasant telephone voice to call patrons about overdue materials without being offensive.
- ✓ Must have an excellent memory and organizational ability to deal with multiple responsibilities.

ADDITIONAL BASIC REQUIREMENTS

- ✓ Must be able to successfully pass a standard drug test.
- ✓ Must pass a Louisiana State Police fingerprint background check.
- ✓ Requires a passing score on any given Library qualification test.
- ✓ Requires the compliance of the Library's Drug-Free Workplace policy.
- ✓ Requires commitment to the standards and objectives of the Library.

PHYSICAL AND MENTAL REQUIREMENTS

- Must possess the ability to record, convey and present information, explain procedures, and must follow instructions.
- Must possess the ability to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, squatting, twisting, pushing, carrying, and overhead reaching to carry out essential duties of the job. On occasion, stooping, kneeling, crouching, crawling, twisting, bending, squatting, climbing stairs or stepladders may be required.

- Requires the ability to pay close attention to details and concentrate on work.
- Must use hands to finger, handle, feel, or operate objects, tools, or controls, and to have coordinated movements of finger/hand and simple movements of feet/legs and torso. Occasionally required to use repetitive movements of the hands.
- Requires sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively, usually talking and hearing ordinary conversations in a quiet environment and on occasion in a noisy environment.
- Requires sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to operate computers and other equipment, Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus to both print and electronic text.
- Frequently requires lifting items weighing up to 10 pounds, occasionally lifting, pushing/pulling, carrying, and/or moving up to 20-50 pounds short distances (20 feet or less).
- Requires the physical ability to push a loaded book cart weighing approximately 300 pounds on level floor and up ramp, and to lift or maneuver onto cart loads up to 50 pounds.

WORK ENVIRONMENT

This job has a primary location; however, at times traveling to different location may be required.

Work indoors in adequate work space, with adequate temperatures, ventilation, and lighting. At times dusty work conditions with potential exposure to airborne pathogens, glare/improper illumination.

Normal office exposure to noise and stress, and is subject to frequent interruptions. Regular contact with other employees is required, but less frequent contact with the general public is required.

EDUCATION, EXPERIENCE, TRAINING

The ideal candidate possesses the following:

- Two or more years of experience in a supervisory role
- MLIS, MBA degree, or equivalent
- Experience in public speaking and delivering presentations
- Graphic design experience

DISCLAIMER

This document describes the position currently available. It is not an employment contract. Our library reserves the right to modify job duties or job descriptions at any time. The statements contained in this job description reflect general details as necessary to describe the principle 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 balance the work load.

We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, or non-job related disability. Our facilities are non-smoking.