

Sublette County



Libraries

Pinedale ♦ Big Piney

Pinedale Library  
P.O. Box 489  
155 S. Tyler  
Pinedale, WY 82471  
(307) 367-4114  
FAX (307) 367-6722

Big Piney Library  
P.O. Box 768  
Big Piney, WY 83113  
(307) 276-3515  
FAX (307) 276-3516  
[www.sublettecountylibrary.org](http://www.sublettecountylibrary.org)

## Sublette County Libraries POSITION DESCRIPTION

**Position Title:** Assistant Director

**Starting Pay Rate:** \$62,000 *per annum*.

**Benefits package:** Paid holidays, health insurance with Wyoming Blue Cross/Blue Shield with Health Savings Account, retirement, vacation and sick leave.

### Nature of Work:

Assists the Executive Director with overall supervision and management of the Sublette County Library system in the areas of strategic planning, library policy, hiring, annual budget, marketing, programming, collection development, and technology.

### Organizational Status:

This is a full-time exempt permanent position.

Reports directly to the Executive Director.

### Essential Functions of the Job:

- Manages the day to day operation of the Pinedale Library including the desk schedule and general workflow. May have regularly scheduled hours at the Big Piney Library, which is 37 miles away.
- Is responsible for managing and ensuring the success of all of the operations of the library. This includes, but isn't limited to:
  - Direct customer service**—circulation, reference, interlibrary loan, children's services, adult programming, meeting spaces, public relations and collection development.
  - Technology**—responsible for technology plan, purchasing, replacement schedules, proper function of all technological equipment and services including network, access to state databases, wireless service, audiovisual equipment, etc.
  - Collection management**—ensures the purchasing, cataloging, processing and weeding of all library materials are done in accordance with the Sublette County Library Collection Development Policy. Oversees the staff responsible for acquisitions.
  - Personnel**—Participates in all hiring for the Pinedale Library, responsible for the training, coaching, supervision and evaluation of staff to ensure their success and outstanding customer service. Must effectively lead staff through an evolving and ever-changing environment.
- Aids the Big Piney Branch manager and staff with professional expertise on library matters.
- A key participant in the budget planning process for the system. Monitors spending in programming and collection management to ensure funds are spent appropriately in order to meet the needs of the library and the community.

- Works directly with the public: reference, circulation, programs, technology instruction and reader's advisory.
- Attends board meetings. Keeps records of board meetings and other required documentation.
- Participates in professional library organizations such as American Library Association (ALA), Public Library Association (PLA), Wyoming Library Association (WLA), WYLD Consortium and others as appropriate. Attends training and meetings.
- Acting director when the director is unavailable.
- Community liaison. Participates in community events and represents the library in the community.

#### **Additional Examples of Work Performed:**

- Interprets and applies library policy.
- Meets the needs of patrons by providing comprehensive service.
- Provides basic direction, information and instruction to patrons on all of the library's services and technology. Troubleshoots basic computer and office equipment problems.
- Prepares statistical and budgetary reports for the Executive Director and the Library Board in Excel, gathering information from diverse sources.
- Checks materials in and out. Assists with requests to purchase materials and inter-library loan requests.
- Assists in maintaining the appearance of the library and monitors patron use of the library.
- Books meeting rooms.
- Attends informational and instructional meetings and workshops.
- Opens and closes the library as needed.

#### **Knowledge, Skills and Abilities Required:**

- A thorough knowledge of library policy and services, general library practices, the organization of library materials, and related computer applications such as automated library systems.
- Knowledge of technology and technological trends as they apply to public library service.
- Knowledge of collection development including review media and meeting the needs of Sublette County Library patrons.
- Knowledge of programming and event planning and effectively marketing library events.
- Demonstrates interpersonal skills necessary to establish and maintain good working relationships with library staff and patrons.
- Ability to work in groups, demonstrating a willingness to contribute ideas, maintain flexibility, and support changes within the organization. Ability to perform detailed tasks and handle multiple tasks simultaneously.
- Ability to operate and troubleshoot library equipment, audio-visual equipment,

- computers, telephones and various office machines.
- Strong oral and written communication skills. Ability to speak in public. Knowledge of statistics and spreadsheets. Ability to follow written and verbal instruction.
  - Ability to perform a variety of duties without supervision.
  - Must possess a reputation of honesty, integrity, and reliability.
  - Must have the desire and ability to serve the public in a calm and professional manner.

**Minimum Education, Training and Experience Required:**

Education: Requires four year college degree. Master's Degree in Library and Information Science (MLIS) from an ALA accredited institution preferred.

Experience: Requires five years increasingly responsible experience in a public library setting.

**Working Environment:**

- Must be willing to work a varied schedule which will include nights, weekends and holidays. The schedule is subject to change based on the needs of the library.
- Must be able and willing to travel throughout the county as well as to attend national and state conferences or meetings.
- Must have a driver's license and a good driving record. Must be willing to drive in remote areas and in winter conditions.

**Background Checks:**

All applicants must willing to submit to a background check.

**NOTE:**

This job description describes the nature and level of assignments normally given in this position. It is not an exhaustive list of duties. Employees may be expected to perform additional related duties which are specific to their area that may not be reflected in this description.