



Job Description
Assistant Director (Full-Time Exempt)

Job Summary:

Assists the Library Director in planning, organizing, and directing library services; oversees the maintenance of the library building, equipment, and grounds; and administers the library in accordance with established policies and procedures. Must have experience in project management, process management, and supervision with a passion for public libraries. Reports to the Library Director.

Essential Job Functions:

- Operational management of the Library, including planning, scheduling, supervision, public services, facilities management, and development, in partnership with department managers.
- Actively engaged in the implementation of the Library's strategic plan, mission, vision, and goals.
- Oversees the maintenance of library buildings and equipment and assures safe conditions for the staff and public, with the Head of Facilities.
- Assists with facilities planning, development, and capital projects.
- Participates in public relations and community outreach, in partnership with the Management Team.
- Assists in development of library policies and procedures.
- Assists the Director with preparation of the annual budget.
- Supports the Management Team to ensure effective communication, consistency, and collaboration across departments.
- Coordinates development and fundraising efforts, including donor relations, in partnership with the Director.

Additional Job Duties:

- Responds to public inquiries regarding library collections, services, programs, and policies, in conjunction with the Director.
- Participates in community organizations and speaks to community groups about library programs and services.
- Participates in professional organizations and attends conferences and workshops.
- Acts on Director's behalf when they are not available.
- May serve on public service desks, when needed.

Required Knowledge, Skills, and Abilities:

- A Master's Degree in Library Science from an accredited college or university.
- A minimum of five years of experience working in public libraries, or a related field.
- A minimum of three years in a management or department head position.
- Exceptional understanding of current principles, practices, and procedures of professional library administration, including development practices.
- Ability to work well with and coordinate the work of others, meet people easily, and communicate clearly both orally and in writing.
- Ability to adhere to and convey to others approved library policies and procedures.
- Commitment to excellent customer service and creating/maintaining a collaborative work environment for all.
- A commitment to diversity, equity, and inclusion through continuous development, modeling inclusive behaviors, and proactively managing bias.

Physical Demands:

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

- Move throughout the library to access collections, lead programs and meetings, and operate office equipment.
- Remain in a stationary position 50% of the time.
- Communicate with staff and the general public and exchange accurate information.
- Have the visual acuity required to read and view from a computer terminal.
- Operate a computer and other office productivity machinery, such as scanner/fax machines, printers, and copy machines.
- Move equipment and book carts up weighing up to 50 pounds around the library building.
- Must be able to transport self to work-related meetings, workshops, conferences, etc.

Hours:

37.5 hours per week, including occasional evening and weekend hours.

Benefits & Compensation:

- Salary range is \$92,000 - \$102,000 depending on qualifications and experience
- 20 vacation days, 13 paid holidays, 4 personal days
- Medical and dental insurance
- Life insurance for employee
- TIAA 403 (b) retirement plan with 7% employer contribution after one year of service

Disclaimer: Nothing in this job description restricts Wallingford Public Library's right to assign or reassign duties and responsibilities to this job at any time. This description reflects Wallingford Public Library's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time.

Wallingford Public Library's policy is to provide, in accordance with applicable law, equal employment opportunities to all employees and applicants without regard to race (including ethnic traits historically associated with race such as hair texture and protective hairstyles), color, religious creed, age, sex, pregnancy, marital status, national origin, ancestry, past or current mental or physical disability, genetic information, military or veteran status, sexual orientation, gender identity or expression, civil union status, status as a victim of domestic violence, or any other legally protected status.

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