

COLORADO LIBRARY CONSORTIUM (CLIC)

ASSISTANT DIRECTOR JOB DESCRIPTION

The Assistant Director is responsible for providing leadership to multi-type libraries across Colorado through CLiC's services, resources and library-related technologies. The Assistant Director provides leadership and direction in how CLiC's outreach and consulting services are conducted, are focused on impact, and how those services strengthen the Colorado library community. Core activities include planning, coordination, promotion, and evaluation of learning opportunities, resources and services designed to meet the needs of libraries.

In the absence of the Executive Director, this position is responsible for ensuring CLiC's services and programs operate effectively. Duties are performed independently within the framework of the CLiC mission and goals and are subject to administrative review by the Executive Director.

Under the direction of the Executive Director, this position has responsibility for coordinating some or all aspects of CLiC's outreach, including but not limited to: planning and evaluation of staffing and service delivery; formulating policy and procedure recommendations; developing and administering assigned portions of CLiC's annual budget; designing external and internal continuing education programs; cultivating and maintaining cooperative working relationships with other agencies within the library community; and active participation in envisioning the future of CLiC's services.

Qualifications

- Have a record of progressive leadership.
- Have exemplary written, oral presentation and interpersonal skills.
- Be able to demonstrate exceptional customer service skills.
- Have experience fostering teamwork and communication within a diverse organization.
- Be able to work independently and in groups.
- Be knowledgeable about public, school, academic & special library communities and their evolution.
- Have experience with or knowledge of trends in all or some of the following areas: collaboration, consulting & service delivery, continuing education, community engagement and outreach.
- Be able to demonstrate a record of professional development.
- Have expertise using technology and have telecommuting skills.

- Have a record of managing projects, organizing initiatives, and efficiently meeting deadlines.
- Be a flexible self starter and work with minimal supervision.
- Productively handle variety, change and pressure.

Responsibilities

- Assists with the management of the organization including but not limited to administering selected CLiC policies, supervising selected staff as assigned, reviewing and signing contracts when needed, and assuming check-signing authority in the Executive Director's absence.
- Completes complex planning projects as discussed with the Executive Director.
- In the absence of the Executive Director, assumes responsibility for all organizational operations and services.
- Manages customer service activities and outreach projects.
- Participates in the CLiC planning process and partners with the Executive Director on the development of the annual plan, long range plan, annual report and budget.
- Leads programming for continuing education that is strategic and in line with the priorities outlined in CLiC's long range plan.
- Serves on a variety of committees and professional associations.
- Perform other tasks and duties as assigned.

Education and Experience (required)

Masters of Library and Information Science from an ALA or NCATE accredited institution followed by eight or more years of progressive working experience in one of more types of libraries including at least three years of experience in management and/or as a supervisor. Active involvement in professional organizations and/or activities is required.

Work Demands

Have or can obtain a valid Colorado driver's license, must have reliable transportation, and proof of automobile insurance. Must be willing to travel extensively in Colorado. Normal office demands are encountered daily, including lifting of boxes and movement throughout the building or event site. Use of telephone and computer technologies is mandatory. The candidate must be able to pass applicable driving and criminal background checks.

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.