



**ASSISTANT LIBRARY DIRECTOR**  
**Sturgis Public Library**

Job Title: Assistant Director  
Department: Sturgis Public Library  
Reports To: Library Director  
Location: Sturgis Public Library  
1040 Harley-Davidson Way  
Sturgis, SD  
FLSA Status: Non-exempt  
Salary: \$27.00–\$33.00 per hour. 40 hours per week (full-time)  
Updated: January 2026

**JOB SUMMARY**

This position assists in directing the operations, programs, and services of the city library.

**ESSENTIAL FUNCTIONS:**

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Essential duties include, but are not limited to the following:**

- Oversees and performs collection development and management duties; researches and uses evaluation tools to determine optional selection and development of relevant and appropriate library materials; selects and purchases new books, audio-visual materials, and other materials for the library collection.
- Maintains and updates records of materials in the library catalog; verifies that existing catalogued items match catalog records; revises item types; deselects materials; manages materials budget.
- Participates in circulation desk duties and patron services, including readers' advisory, database and digital resource instruction, checking materials in and out, assisting in faxing and printing, etc.
- Prepares monthly staff schedules to ensure the proper coverage of library.
- Enters invoices for payment.
- Coordinates monthly art shows.
- Performs the duties of the Library Director in his or her absence as directed.

- Performs related duties.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### **General (Education and/or Experiences):**

- Bachelor's degree (at least a minor in library science preferred)
- Master's degree in Library and Information Science (preferred)
- 2 years minimum experience in a public or college/university library with supervisory experience (preferred)
- A combination of similar college and work experience may be considered
- Training and/or experience in MARC format cataloging and automated library systems (desirable)

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

- Must have the ability to carry the full responsibility for the operation of the library and staff assignments in the absence of the Library Director
- Knowledge of the practices, procedures and techniques of library science
- Knowledge of library classification systems and cataloging
- Knowledge of best practice library rules, techniques, and regulations
- Knowledge of and ability to use reference tools, especially electronic and online resources
- Must have the ability to understand and operate various computer systems, office machines, and audio-visual equipment
- Must be able to communicate effectively with public, staff and all members of the library community
- Ability to express oneself effectively and concisely, orally and in writing
- Ability to maintain effective working relationships with others; ability to interpret library resources and services to the public and general community

### **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 job as listed above. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently required to speak, hear, and understand verbal communications from patrons
- Frequently required to use hands to operate equipment (including motor vehicle) or computers

- Vision requirements include the ability to read routine documents and use a computer
- Frequently required to move through the library, sit and stand
- Frequently lift and/or move up to 25 pounds
- Frequently required to retrieve materials from shelves and cases
- Frequently required to stoop, kneel, and bend

**Other:**

Must be able to work some evenings and weekends

**Relationships:**

The position shall be supervised by the Library Director and indirectly by the Library Board.

The following positions report to this position in the absence of the Library Director:

- Circulation Librarian
- Children's and Programming Librarian
- Librarian and Archivist
- Part-time Library Staff

This position interacts constantly with the public.