

Southern Adirondack Library System
Assistant Director – (50% FTE)
Revised draft 12-9-2022

SALS provides leadership, effective and efficient services, continuing education and technology to support member library services to all of the residents in Hamilton, Saratoga, Warren and Washington Counties. It is imperative that requests for help and information made by the membership be addressed as quickly as possible.

Position Summary:

Acts for the Director, when the Director is absent due to extended sick leave, vacation or some other cause, in matters concerning library administration and services so the System functions continue in a timely manner.

Primary Duties:

- Assists in the ongoing day-to-day business of the System
- Recommends policies and procedures to the Director
- Acts for the Director as liaison to member libraries, Capital District Library Council (CDLC) and Trustees (attending meetings, writing letters, making telephone calls, etc.)
- Represents the Director at community meetings
- Conducts staff meetings in the Director's absence
- Cooperates with the Director in making decisions concerning the organization, services and allocation of work to the staff.

This position may be attached to that of any full-time consultant at the discretion of the SALS Director.