

ASSISTANT DIRECTOR (Adult Services Librarian)

NATURE OF WORK

The assistant director manages specific departments within the library and assists in the formulation and implementation of library policies and the planning and organization of library services. Additionally, they provide reference and reader's guidance for library users. Administrative responsibilities include the direction and management of subject and service specialty areas such as reference resources, programming, collection development, outreach, etc.

EXAMPLES OF DUTIES

- Assists in directing, planning, organizing, staffing, and evaluating the library's operation to meet the immediate and long-range goals of the library and community.
- Assumes responsibility for library operations in the absence of the Director.
- Participates in development and administration of library policies and reports.
- Advises the director on matters related to specific departments and issues.
- Assists in the maintenance of the library building, equipment, and furnishings, and necessary purchases of such.
- Investigates and implements new trends, library programs, techniques, materials, and equipment to improve library service.
- Oversees and writes grants.
- Manages and supervises the staffing and operation of specific library departments.
- Defines expectations for staff performance and sets goals for service.
- Resolves conflicts, and establishes and maintains harmonious working conditions.
- Represents the library and speaks before community, civic, & other groups regarding the library.
- Works on cooperative ventures with community groups.
- Participates in professional development opportunities.
- Conducts outreach to youth, schools, and area organizations.
- Collects and provides statistical reports in areas of responsibility.
- Develops and maintains departmental collections through selection, acquisition, and weeding.
- Conducts in-depth reference interviews to identify patron needs and locate needed information.
- Provides reader's advisory.
- Instructs patrons in the use of the library and its print and electronic resources.
- Assist patrons with reference questions and checking out materials as needed.

PREFERRED SKILLS:

- ALA accredited master's degree in library/information science or equivalent and training/experience in special services such as reference, children's services, older adults, etc.
- Ability to motivate, establish, and maintain effective working relationships with the director, employees, volunteers, community agencies, and the public.
- Considerable knowledge of the philosophy and techniques of public library service and particular collections such as children's, reference, and young adults.
- Have strong oral and written communication skills
- Have a desire to meet and serve the public.
- Ability to make administrative decisions, interpret policies, and supervise staff.
- Physical requirements include but are not limited to sitting, standing, pushing carts, lifting, stooping, reaching, and operating a personal keyboard. Accommodations may be made to enable individuals with disabilities to perform the essential functions.

TO APPLY:

- Please send cover letter, resume, and three professional references to kathrynwisinger@pclibrary.org.

- We will begin screening applicants immediately. Position is open until filled.
- Salary ranges \$42,000-\$48,000.