

**Wayne County Public Library**

**Wooster Operations Center**

**Position Opening**

***Title***: Assistant Director ***Date Posted***: June 22, 2015

***Job Responsibilities***: The Assistant Director acts in place of the Director in the Director’s absence; assists the Library Director and Fiscal Officer in budget preparation; develops, directs, and implements all marketing services; responsible for major publicity, promotional and public relations efforts system-wide; and writes and initiates grant proposals seeking funding designed to aid, enhance, or create library service programs or assets.

***Qualifications***: A Master’s of Library Science degree, accredited by the American Library Association and at least three (3) years of progressively responsible library administration experience, including at least 1-2 years in a supervisory capacity. Applicant must have a valid Ohio driver’s license and an acceptable driving record. Experience with marketing, grant writing and/or program development desired.

***Working Conditions***: Full-time, approximately 40 hours per week with additional hours as necessary. **Ability to work a flexible schedule including evenings and weekends**.

***Pay Range:***  Starting salary $43,680 to $73,746 depending upon qualifications and experience.

For more information about this position please go to our website [www.wcpl.info](http://www.wcpl.info)

***Application Procedure***: Applications may be obtained at any of our locations or online at www.wcpl.info. Completed library application forms and resumes may be emailed to: jobs@wcpl.info or mailed to:

Wayne County Public Library

P.O. Box 1349

Wooster, OH 44691.

Attn: Human Resources

**Deadline:** Applications received by July 13, 2015 will be given first consideration.

In compliance with Federal and State equal employment opportunity laws, the Wayne County Public Library considers qualified applicants for positions without regard to age, race, color, religion, gender, sexual orientation, national origin, disability, or ancestry.