



Delaware  
County District  
Library

Delaware • Ostrander • Powell • Orange

## Deputy Director

The Delaware County District Library has an opening for a Deputy Director. This position oversees the majority of the Library's public services functions, including our branches and award-winning outreach services. (**Complete job description**)

If you think you might be interested in this position, ask yourself a few questions. Do you have a high tolerance level for trying new and unprecedented library services? Do you have a strong customer service focus? Have you demonstrated an ability to coach and lead customer services staff? Are you comfortable speaking publicly in a variety of settings, such as in meetings, at local, state, and national organization events, and/or for the media? Are your technology skills up to date or even cutting edge? Do you have a track record of leading projects to successful completion? If you answered "yes" to most or all of these questions, we need to talk!

An MLS or MLIS from an ALA-accredited institution, or a related Master of Public or Business Administration degree, is required, along with extensive library management experience, preferably in public libraries, with progressive levels of responsibility and supervision.

The salary range is \$66,000 - \$84,000, negotiable within the range. We also offer generous benefits and a strong institutional commitment to continuing education. This is a full-time position requiring a flexible schedule that will include working some evenings and weekends.

**Download and print the application form**, and send the completed form with résumé and cover letter to [jmiller@delawarelibrary.org](mailto:jmiller@delawarelibrary.org), or:

Julie Miller  
Delaware County District Library  
84 East Winter Street  
Delaware, OH 43015

Applications received before September 15 will receive first consideration.

Delaware Branch  
84 E. Winter St.  
Delaware, OH 43015

Ostrander Branch  
75 N. Fourth St.  
Ostrander, OH 43061

Powell Branch  
460 S. Liberty Rd.  
Powell, OH 43065

Orange Branch  
7171 Gooding Blvd.  
Delaware, OH 43015

[www.delawarelibrary.org](http://www.delawarelibrary.org)

---

## **Deputy Director**

**Summary of Job Responsibilities:** Assists director in the general administration of the Library focusing on specific duties as assigned. Assumes primary administrator role in director's absence.

### **Minimum Qualifications:**

- MLS or MLIS from an ALA-accredited institution, or related degree in Public or Business Administration.
- Extensive library management experience, preferably in public libraries, with progressive levels of responsibility and supervision.

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

- Strong grasp of the principles of library and information science.
- Library practices and trends in service.
- Current library computing practices, standards, and equipment.
- Project management, including facilities planning.
- Supervisory skills.
- Meeting management.
- Strong oral and written communication skills, including public speaking.
- Flexibility and adaptability.
- Problem solving skills.
- Ability to interpret and apply library policy.
- Ability to organize, plan, and make decisions.
- Works well individually and as part of a team
- Strategic planning techniques.

### **Duties and Responsibilities:**

- Assists Director in general administration.
- Assumes primary administrator role in Director's absence.
- Oversees specific library operations and managers as assigned by Director.
- Hires and trains library managers.
- Plans and manages an annual budget.
- Coordinates major projects.
- Contributes to long range planning for the library system.
- Attends regular staff, committee, and board meetings.

- Supports and implements the Library's Mission Statement.
- Supports and implements the Library's Strategic Plan.
- Supports and implements the Library's Customer Service Expectations.
- Stays up to date with new library practice and technological developments, and participates in continuing education events.

**Working Conditions:**

- All library positions require constant physical activity, including standing, walking, reaching and grasping.
- Employees should be able to lift 10 lbs. consistently and 50 lbs. occasionally.
- Reliable transportation in order to make frequent trips between library locations required. Mileage reimbursed; must have valid Ohio driver's license, which can be obtained within one month of employment if necessary.