



Bexley Public Library

EMPLOYMENT OPPORTUNITY

Position Title: Assistant Director-Bexley Public Library
Date of Posting: 12/11/17
Applications Due: 1/05/18
Designated Hours: Full-time, 40 hours/week- Exempt position
Rate of Pay: \$65,000 - \$75,000; salary commensurate with education and experience
Schedule: Monday – Friday; one evening a week and every 6th weekend

About the Library:

Bexley Public Library is an award-winning library with a focus on providing creative library programs and services to our community of lifelong learners. We have an enthusiastic team of employees who are passionate about cultivating the library's outreach and community initiatives. With a small, but innovative staff, Bexley Public Library accomplishes great things through its ability to be both nimble and pro-active while providing exceptional library service in a dynamic, fun and collaborative work environment.

Description:

Bexley Public Library is seeking a creative, innovative and team-oriented Assistant Director who can continue to grow the success of a vibrant public library. The successful applicant must be enthusiastic, public service-oriented with excellent management skills, traditional library skills, and a commitment to the core values of librarianship. This position will assist the library director with the management and leadership of the organization; assuming the roles and responsibilities of the director in the director's absence, and providing support, leadership and oversight to the Public Service and Facilities areas.

Required Qualifications:

- Master's Degree in Library Science from an ALA accredited institution AND a minimum of three to five (3-5) years of library experience AND a minimum of three to five (3-5) years of supervisory experience; OR an equivalent combination of knowledge, skills, and experience

Preferred Qualifications:

- Facilities management experience including long-range planning and coordination of major projects
- Strategic planning experience
- Budget forecasting, planning and management experience

TO APPLY: You must complete an Application for Employment, which can be found online at www.bexleylibrary.org/employment. Email the completed application along with a copy of your cover letter, resume, and contact information for three professional or academic references to: employment@bexleylibrary.org. Bexley Public Library is an Equal Opportunity Employer.