**Pickerington Public Library**

**Assistant Director Position**

**Reports to:** Library Director

**Exempt full-time position**: 40 hours a week, works a varied schedule of mornings, afternoons, evenings and weekends.

**Compensation:** Salary ranges from $48,682 to $65,875 annually, depending on qualifications and experience.

The Pickerington Public Library is searching for an Assistant Director, which is responsible for the administration of several key areas of library operations. It provides administrative and professional assistance to the Director in the overall operation and management of the library and assumes all administrative functions in the Director’s absence. It is responsible for day-to-day operations of Main Library, provides strategic direction, budget oversight, program coordination and supervision of the Adult, Patron and Technical Services Department, and directs staff training. The Assistant Director works with each department in the library to provide materials and excellent customer service to the patrons.

**Job Summary**:

* Serves as the chief administrator of library operation in the absence or unavailability of the Library Director
* Provides leadership, development and supervision of managers, paraprofessional staff and support staff. Sets individual performance measurements for direct reports and holds them accountable. Responsibilities include coaching, managing, selecting, orienting and evaluating. Assists with problem solving.
* Ensures a standard of service that is responsive, friendly and efficient with an emphasis on treating each person with respect and dignity
* Assists in planning, implementing and evaluating library services as established by the Board of Trustees
* Plans, organizes and implements special projects as needed or determined necessary by the Library Director
* With the Library Director, prepares updates of the policy manual for the Board of Trustees approval and assists in implementation of those policies
* Ensures that new employees receive orientation and training and that all employees receive in-service and development training
* Keeps abreast of current developments in the library field by reading professional literature, participating in listservs and attending conferences, workshops, and other training
* Seeks alternative funding opportunities, such as grants and partnerships, as appropriate
* Prepares reports as requested by the Library Director, Fiscal Officer and/or Board of Trustees
* Coordinates the implementation of new services and ensures that staff is well trained on how to effectively meet the needs of customers.
* Uses an in-depth knowledge of library automation systems, current best practices and marketplace issues to assist in the selection of products and development of contracts with vendors
* Assists in determining direction of automation and Internet services, including digital projects
* Utilizes computer applications and Library equipment, maintains current knowledge of system wide and location specific procedures, processes, policies and operations. Utilizes e-mail, voicemail and other Library technology to maintain open channels of communication.
* With the Library Director, Managers of Adult and Youth Services oversees the direction and scope of the collection
* With the Library Director, develops library’s tactical plan for each year with department managers
* Leads and participates in system wide task forces and committees, directs work groups, monitors assignments and their completion and works with all levels of staff, assuring alignment with strategic plan.
* Performs additional duties as assigned including serving on task forces, committees, etc.
* Participates in Central Library Consortium at appropriate level
* Represents the library at public meetings, upon request
* Performs additional duties as assigned including being a project lead and/or serving on task forces, committees, etc.

**Qualifications:**

* MLS (MLIS) from an American Library Association accredited school
* Five years of progressively responsible professional library experience
* Proven management and supervisory skills
* Experience in human resource management, including training, development and conflict resolution
* Knowledge of modern principles and practices of library services and management
* Excellent written and verbal communication skills
* Competency in the use of current computer hardware and software
* Maintains professional, businesslike behavior and appearance
* Willingness to participate in a small amount of local, state and national travel
* Demonstrated commitment to serving library patrons and residents of the community

**Physical Demands:**

Physical requirements include ability to stand, sit, bend, push and carry library materials over an extended period of time. The employee must be able to lift up to 20 pounds and push a 50-pound cart.

Cover letters and resumes can be e-mailed to: [boliver@pickeringtonlibrary.org](mailto:boliver@pickeringtonlibrary.org)

Or mailed to: Pickerington Public Library

Attention: Brenda Oliver

201 Opportunity Way

Pickerington, Ohio 43147

**Cover letters and resumes will be accepted until position is filled.**

The Pickerington Public Library is an Equal Opportunity Employer. Applicable background checks will be performed.