

HERRICK DISTRICT LIBRARY

Assistant Director

Full Time Exempt A-07 \$62,795 – \$76,336.

Generous benefit package applies

Herrick District Library is seeking qualified candidates to fill the position of Assistant Director.

General Summary:

Performs complex professional and administrative work requiring planning, organizing, and directing operations and major functional areas of the library. The Assistant Director works with the Library Director in planning and implementing library services, developing budgets, and proposing policies to the Library Board of Trustees; advises the Director on a variety of issues; assumes leadership of the organization in the absence of the Director, as designated. Does related work, as required.

Essential Functions:

1. Participates in the preparation and management of the budget
2. Collaborates with the Director in evaluating, planning and recommending facility improvements; participates in developing and presenting capital improvement projects
3. Helps Director oversee management of entire library system to ensure excellent customer service through effective staffing, collection development, technology applications, facilities maintenance and improvements, finances, marketing, workplace safety and security and short and long-range planning
4. Participates in development and implementation of goals objectives, policies and priorities
5. Coordinates with departmental managers and staff to translate the Library's strategic plan, goals and objectives into programs and services
6. Oversees and participates in adult library programming and community collaboration activities; provides positive image of the library
7. Participates in the hire and evaluation for all staff; plans and oversees orientation and training of employees
8. Models customer service expectations and leadership skills; promotes open communication
9. Communicates effectively on all levels: may make presentations to boards, commissions neighborhood and business groups as directed
10. Regularly meets with the Director to review and discuss implementation of library policies, directives, services, procedures and to exchange information
11. Participates in community, cooperative, state and national library conferences
12. Evening and weekend work may occasionally be necessary
13. May represent the Library in the absence of the Library Director

Qualifications:superv

1. Masters degree in library science from an American Library Association accredited institution
2. 5 years of supervisory or administrative experience in library work
3. Interpersonal, oral, and written communication skills necessary to establish and maintain effective working relationships with those inside of and outside of the library
4. Strong commitment to positive public service
5. Excellent interpersonal skills and public service demeanor
6. Familiarity with computers and other technology; flexibility to adapt to changing situations
7. Works under general supervision with considerable latitude in exercising independent judgment and discretion

Please submit a resume, cover letter and job application to the Library Director. Submissions received by November 27, 2017 will receive early consideration; however, applications will be considered until the position is filled.

jobs@herrickdl.org
Library Director
300 S. River Ave
Holland, MI 49423