

 

The Mount Clemens Public Library is seeking qualified applicants for the following position:

**POSITION:** **Assistant Library Director**

**JOB DUTIES:** Under direction of the Library Director, provides the day-to-day oversight and supervision of the library staff and public services by training and scheduling staff, facilitating problem solving, designing procedures, developing and maintaining marketing and promotional tools, represents the library within the community on community service boards and organizations, and managing automated library systems. The assistant library director represents the library director in his absence and does other related work as assigned by the library director.

**HOURS:** Full-time Exempt, 35 hours per week, including scheduled evenings and weekends.

**RATE OF PAY**: $40,000 - $55,000. Benefits include paid PTO, employer paid health, vision, and dental insurance, as well as a 401(k) with employer match.

**JOB REQUIREMENTS:** ALA-accredited MLIS/MLS degree with 1-2 years of library supervisory

 experience or equivalent

Library of Michigan certification

Knowledge of standard public library services, both print and electronic

Demonstrated effective working relationships with superiors, subordinates, associates, officials, and other agencies.

Experience with automated integrated library systems.

Good public service attitude.

Demonstrated oral and written communication skills.

**PREFERENCES:** Experience with Sirsi integrated library management software.

 3-5 years of library administrative experience
 Harwood Institute Training

**TO APPLY:** Send Resume, Cover Letter and Completed Application to:

Mount Clemens Public Library
ATTN: Human Resources
150 Cass Avenue
Mount Clemens, Michigan 48043

Or via email : mcpl@libcoop.net
Or via fax: (586) 469 6668

Applications are available at the library or at the following link
<http://www.mtclib.org/wordpress/index.php/library-employment/>

**TIMELINE:** Deadline for application is **Friday, November 29th, 2019**.

**The Mount Clemens Public Library is an equal opportunity employer.  All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.**