

THE WILMINGTON LIBRARY

Full-Time Employment Opportunity

POSITION: Assistant Director

SALARY: \$53,600.00 - \$83,152.00 Annually (Salary negotiable, commensurate on experience.)

HOURS: Full Time, 35 hours per week.

DATE ANNOUNCED: 9/28/2021

APPLICATIONS MUST BE RECEIVED IN THE ADMINISTRATION OFFICE BY: 10/11/2021

EXAMINATION PROCESS: The examination process for this posting may include an evaluation of training and experience, and an oral board interview examination.

GENERAL STATEMENT OF DUTIES: Performs professional administrative and library services within an automated library system; assists with the operation and other significant functions of the Library including managing operations, programs, services, personnel and other duties as assigned and by serving as a member of a management team with the Director.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs a high level professional work. We are seeking a leader who can bring out the best in people, and contribute to our dynamic and supportive work environment. The ideal candidate will have strong leadership and communication skills.

EXAMPLES OF WORK: (Illustrative only)

- Participates in development and implementation of goals, objectives, policies and procedures with a focus on inclusion, equity, diversity and access for all
- Coordinates with staff to translate the Library's strategic plan, goals, and objectives into programs and services
- Ensures smooth daily operations of the Library
- Collaborates with the Director in evaluating, planning and recommending facility improvements
- Assists in gathering, analyzing, and reporting statistical data, and submitting annual reports; uses data to drive decision making
- Provides guidance in the development of library programming and community collaborations; provides positive image of the Library
- Participates in the hiring, development, training, and evaluation of staff
- Assists and responds to staff needs and concerns
- Models customer service and leadership skills

- Serves as liaison for the library as needed
- Fulfill assigned duties for the Director in his/her absence
- Purchases supplies and other materials for the library
- Follows up on security related incidents
- Responds to patron questions and concerns, making reports and referrals as necessary to the Director
- Works on both internal and external system-wide projects and initiatives
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service
- Evening and weekend work may occasionally be necessary

SKILLS OR KNOWLEDGE REQUIRED

1. Good knowledge of library principles, methods, techniques, and procedures
2. Enthusiasm for working with the public and a wide variety of people.
3. Good language, spelling, writing and organizational skills.
4. Strong leadership and supervisory skills
5. Well organized and able to effectively prioritize.
6. Knowledge of Windows Operating System, spreadsheets, word-processing software, Internet browsers, and email.
7. Work without direct supervision.

MINIMUM QUALIFICATIONS:

- Master's Degree in Library Science from an ALA-accredited institution
- Minimum of three years of professional library experience, including administrative and supervisory responsibilities in a public library
- Broad knowledge of public library services and technology
- Strong communication and public relations skills
- Demonstrated passion to serve patrons of all ages, backgrounds, and abilities
- Proven ability to establish and maintain effective working relationships with colleagues and members of the public
- Flexible and able to adapt to change
- Able to work under general supervision with ability to exercise independent judgement and discretion

REFER INQUIRIES TO: Jamar Rahming, Director, jamar.rahming@lib.de.us