Job Opening—Assistant Director

Troy-Miami County Public Library has a job opening for the newly created position of Assistant director. Please send a resume and cover letter to rvia@tmcpl.org if interested. Resumes received by May 7 will receive first priority.

Benefits for this full-time, exempt position include Sick, vacation, and holiday pay; health, vision, life, and dental insurance; employee assistance program; tuition reimbursement and professional development; and membership in the Ohio Public Employees Retirement System. The pay range is $52,000-$59,000.

Job Description
The Assistant Director assists the library director in administration of the Troy-Miami County Public Library by facilitating system-wide personnel functions and administering to the day-to-day operations of the library system. This person assumes the duties of the library director in his/her absence.

Required Education, Experience and Certification
1. Master’s Degree in Library and Information Science from an ALA accredited school.
2. Three years of progressively responsible public library experience, or five years of progressively responsible experience in a service institution with comparable demands and responsibilities (i.e., staff supervision, working directly with the public, working with governing boards or bodies).

Essential Duties and Responsibilities
Facilitates system-wide personnel functions and procedures including, but not limited to, recruitment, interviewing, selection, evaluation, corrective action, staff development and training.
• Supervises, plans, coordinates, and assigns the work of library employees, develops their potential, and monitors and evaluates their performance and works on outputs to maintain efficiency and quality of work.
• Supervises branch supervisors.
• Advises the library director in staff decision-making regarding issues relation to supervision, public service, and customer satisfaction.
• Assist the library director and participates in other major projects as required, which may include capital campaigns, marketing, and public relations.
• Presents information to the library board as appropriate.
• Acts in the absence of the library director in matters relating to the library.
• Schedules and directs regular collection and reporting of sample output and other service measures.
• Attends all library board meetings, as appropriate.
• Supervise housekeeping, maintenance, and repair of building and grounds.
• Keep current with library trends.
• Participate in professional conferences and other meetings, as appropriate.
• Maintain active memberships in state and national library organizations.
• Network with other libraries on the state, local, and national levels.
• Assists in the management of the business of the cooperatives in which the Library participates.

**Essential Functions and Knowledge**

- Excellent interpersonal skills
- Ability to effectively communicate ideas and information in both verbal and written form
- Ability to work with governing boards, community groups and elected officials, and make presentations to them
- Excellent knowledge of public library philosophy, principles, and procedures which will allow effective recommendations to the Board and sound decision making when faced with a wide range of circumstances
- Ability to supervise staff and volunteers and delegate responsibility in an effective manner
- Ability to read and comprehend print information, including technical, statistical, and financial information
- Knowledge and ability to perform basic computer operations and troubleshoot problems, and to manage an automated circulation system and access external databases
- Ability to work within a confidential environment
- Ability to produce and maintain accurate files and reports
- Must have a valid driver’s license and the ability and willingness to travel, both locally and nationally, for meetings.

**Physical Demands and Working Conditions**

- Ability to operate standard office equipment, daily.
- Ability to stand for extended periods of time, occasionally.
- Ability to lift and move a minimum of 40 pounds, occasionally.
- Ability to push book trucks with materials on them, occasionally.
- Ability to perform repeated reaching, bending, climbing and squatting, daily.
- Ability to work in a team setting.
- Requires availability for occasional nights and weekends.
- Requires regular participation and attendance at events and trainings
- Requires ability to travel to off-site locations, occasionally.

**Position Requirements**

- **Attendance and reliability:** Demonstrates reliability by arriving to work, meetings and appointments on time and by completing assignments in expected time frames.
- **Customer Service:** Strives to maintain positive internal and external customer service relationships. Represents the library in an appropriate manner when dealing with staff, managers, vendors, contractors, colleagues, and members of the public.
• **Diversity**: Treats others with respect and consideration regardless of their cultural background, status, lifestyle choices, or position.

• **Initiative**: Seeks increased responsibilities. Takes independent actions. Asks for and offers help when needed. Displays original thinking and creativity.