Assistant Director

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| **Type of Position:** | Full-Time |
| **Education Requirement:** | Master's |
| **Experience Requirement:** | 2-5 years |
| **Salary Range:** Beginning salary is **$**60,000 DOE**Position available:** January 2018**Closing date and time:** Open until filled**Submission requirements:** Cover letter, resume and supplemental questions**Email/Mail to:** Cadie Russo, Administrative Assistant West Baton Rouge Parish Library 830 N. Alexander Avenue Port Allen, LA 70767 225-342-7920 crusso@wbrplibrary.us **DESCRIPTION** |
| Join our team! West Baton Rouge Parish Library is seeking an engaged librarian for the role of Assistant Director. The Assistant Director has the responsibility for system wide programs, services, and operations. A successful Assistant Director will provide motivational leadership and build productive working relationships with staff at all levels. |

The ideal candidate will be able to stimulate and introduce change in a variety of areas to further enhance existing programs and services. It is critically important that the Assistant Director have an engaging and positive leadership style that is open and inclusive in order to fully support staff in efforts to develop new and innovative ways to serve West Baton Rouge Parish’s growing and diverse population.

The Assistant Director reports directly to the Library Director and handles the implementation of the Library’s mission, policies, and procedures throughout the library. The Assistant Director assumes the full responsibility of the Library Director when the Director is not available. This position plays a key role in the administration and delivery of library service, and aids and advises the Director in the development of the Library’s strategic vision and the successful attainment of the Library’s goals and objectives.

**QUALIFICATIONS**

Education/Experience: Any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying.

• Candidates should have a minimum of two to three years of management or administrative experience including three years as a professional librarian managing programs and services.

**Knowledge of:**

• Organizational, administrative, and management principles and practices;

• Supervisory techniques, resource allocation, planning and budgeting

**Skill/Ability to:**

 • Assist in directing and coordinating all aspects of library operations and services;

• Supervise, train, and evaluate the work of professional, technical and clerical staff;

• Establish and evaluate policies, procedures and controls related to the Library’s programs;

• Represent the Library in diverse community settings and prepare and deliver oral presentations to small and large groups;

• Effectively and persuasively communicate both orally and in writing;

• Identify existing or potential problems and effect appropriate solution(s);

• Successfully develop, control, and monitor assigned budget and expenditures;

• Utilize appropriate interpersonal style and methods of communication to gain acceptance, cooperation, or agreement of a plan, activity, and/or program idea; and

• Establish and maintain effective working relationships with those contacted in the performance of required duties.

**SUPPLEMENTAL QUESTIONS**

Supplemental Questions to include with your cover letter and resume:

1. Please describe your interest in the position of Assistant Director and detail how you qualify for the position.

2. Describe a situation where you have led a major innovative change in a library setting. How did you address the needs of staff, customers, oversight boards and other key stakeholders?

3. What have you done in your organization to support and develop staff and create an environment that fosters risk-taking and creativity? Please give a specific example.