Position:	Assistant Director
Library/City	Hancock County Library System - Bay St. Louis, MS
Date Posted	12/7/2018
Date Expires	until filled
Date Available	February 2019

Responsibilities

Summary:
Under direction of the Executive Director, performs administrative-level work to assist Executive Director in operations and strategic planning of Hancock County Library System. The person holding this position will assist Executive Director with development and implementation of programming services, digital literacy services, and staff development & training for HCLS. This position may serve as Person-In-Charge (PIC) for the HCLS System in Executive Director's absence.

Duties include, but not limited to:

- Assists Executive Director in operations of HCLS: Assists with development of strategic plan, long and short-range planning, policy writing, and data analysis and management of data, statistics, and reports.

- Maintains and provides statistics and reports for HCLS, including annual MLC report, in-house statistics and usage reports. Prepares use surveys and other methods of collection use to compile and present statistical reports on library usage and holdings.

- Assists Executive Director with management of programming and outreach, including: training, digital literacy training, services, and programs for the general public. Includes setting goals and objectives, researching topics, planning for use of outside resources, materials preparation, and program presentation and evaluation.

- Assists Executive Director in managing branch operations for all 5 HCLS branches; Provides backup as Branch Manager as needed to all 5 HCLS branches.

- Works with Executive Director to coordinate and implement staff development and training for all employees; devises and implements on-board training as well identifies and provides staff development opportunities for existing employees, including: reference services, collection development, management, programming, and library-related services.

The successful candidate will possess the following:

- A Master's degree from an ALA accredited program in Library Science.

- At least four (4) years public library experience and two (2) years of public library management experience.

Requirements	• Proven ability to effectively interface with other professional and administrative staff, library employees, library trustees, local government officials, community leaders and local groups and organizations. • Demonstrated leadership, management, supervisory, planning, organizational, motivational and interpersonal skills. • Highly effective verbal and written communication skills, including public speaking skills. • A valid driver's license and reliable transportation.
Salary & Benefits	$45,000 - $55,000 annually DOE; eligible for low-cost benefits.
Contact	Jennifer Baxter jbaxter@hancock.lib.ms.us
Location (Library or institution name)	Hancock County Library System
Place/Environment	Administrative Suite, Bay St. Louis Library (Bay St. Louis, MS)