

St. John the Baptist Parish Library

Job Vacancy Announcement

Position:	Assistant Director
Grade:	9
Primary Assignment:	Central Library
Supervisor:	Director
Salary:	\$64,030.28 (Negotiable depending on experience)
Hours:	Exempt, Full-Time Position (Flexible work hours may include nights and weekends)
Application Deadline:	Monday, October 23, 2017

Nature of Work:

The candidate must have experience and knowledge of library administration, library policies and procedures, and substantial experience in the provision of library services to all patrons. Must possess strong management, leadership, and public relations skills. Ability to communicate with the public and staff. Ability to set goals, communicate, guide staff through change and development. Ability to write concise and clear reports and announcements. The candidate must be able to establish and maintain effective working relationships with library trustees, parish officials and staff. Must represent the library to the public, communities and outside organizations.

Duties (Include, but not limited to):

- Acts as chief officer in the absence of the Director
- To provide administrative and professional assistance to the Director
- Ensures the library's compliance with federal and state labor laws
- Handle employee grievances and has authority to investigate all grievances
- Assume all Human Resources responsibility
- Assists in budget preparations and long term planning for the library
- Supervises the operation and security of the library neighborhood branches
- Assist with the formation and administration of library goals, policies and procedures
- To assist in the development of improving methods of service
- Assist in maintaining and updating staff and service policies, procedures, manuals and forms
- Assists in maintaining consistency of service standards
- Advises on and evaluates proposals, having system-wide applications
- Prepares special reports and grants

- Maintains confidentiality of internal and external library business
- Coordinates adult programming, exhibits and activities in the system
- Selects and coordinates the selection of adult materials for the collections
- Coordinates staff training and development
- Assist in the development and preparation of continuing education and staff development, In-Service programs and events
- To keep information of developments and participate in activities of professional and community organizations
- Performs other duties as required by the Director

Minimum Qualifications

- Master's Degree in Library and Informational Science, or a related field
- At least 5 years of human resources, administrative and supervisory experience in a public library setting
- Proficient in computers, including knowledge of Microsoft Office Suite software

St. John the Baptist Parish Library offers benefits that include full medical, dental and life insurance, accrued annual leave, medical leave, paid holidays and a contributory membership in the Parochial Retirement System.

Applications will be accepted through Monday, October 23, 2017.

Send a letter of application, resume with three professional references to: **Virgie Johnson, Library Board of Control, St. John the Baptist Parish Library, 2920 Highway 51, LaPlace, LA 70068.**

Applications are available at any of our 4 branches, or online at www.stjohn.lib.la.us