Library Assistant Director

St. John the Baptist Parish Library

Salary Range ($54,400 - $56,800) Annually

Opening Date: 12/4/2019

Closing Date: 12/20/2019

The St. John the Baptist Parish Public Library in Louisiana seeks an energetic and creative Assistant Director for its Library System. This position will be part of a forward thinking Leadership Team that is based on a Community Led Services Philosophy.  Under the direction of the Library Director, this individual will provide direct supervision to our four (4) Branch Supervisors. In this role, he/she will be allowed to build strong teams, by leading, coaching and developing staff.

We are searching for an experienced professional who views libraries as platforms for community innovation and learning and one who values responsive, personal service. This is an ideal position for an engaging professional who will welcome developing staff to serve our communities in St. John Parish.

Additionally, the preferred candidate will be comfortable working and learning in an environment of change. The individual will possess strong interpersonal and communication skills and be eager to assist our customers. This is a 40 hour per week position and may be asked to work nights and weekends.

*Examples of Duties:*

***A position may not include all the work examples given, nor does the list include all that may be assigned.***

Assist the Director in establishing the library’s goals, mission and setting strategic steps.

Assist the Director in creating the budget, to present to the Library Board of Control.

Supervises four (4) branch supervisors: Edgard, Garyville, Reserve and Central (LaPlace). This involves nurturing staff development, including hiring, team building, effective communications, etc.

At the Director’s lead, support monthly Leadership Team meetings for strategic conversations around updating and creating processes, vetting timely topics, and provides minutes.

Acts as chief officer in the absence of the Director.

Resolve customer concerns or problems. Interacts with customers regularly and communications frequently contain confidential / sensitive information necessitating discretion.

Assist in the development, implementation, and evaluation of Library policies and procedures, including designing new services or concepts.

Prepares special reports and grants.

Works cooperatively and in professional harmony with staff and our community.

All other duties as assigned.

 *Typical Qualifications:*

Knowledge of modern office practices and procedures, including modern office technology.

Knowledge of library policies and procedures.

Knowledge of reference resources, including computer-based and automated systems.

Knowledge of library collections and materials.

Knowledge of the geography of the parish.

Skill in operating a personal computer and utilizing a variety of software including Microsoft office suite, Sierra, Quick books, and other business software.

Skill in dealing with the public with tact, courtesy and good judgment.

Skill at handling multi-assignments.

Skill in decision making and problem solving.

Skill in supervision.

Skill in interpersonal relations.

Skill in oral and written communication.

**Supervision**

Assignments are provided by defining objectives, priorities, and deadlines. Additional assistance is provided for unusual situations that do not have clear precedents. Position supervises four (4) branch supervisors.

**Distinguishing Factors**

This classification is distinguished from the Library Supervisor by the progressive responsibility of supervision.

**Ideal candidate will excel in the following five (5) Core Professional Attributes that contribute to the success of the St. John Parish Public Library.**

**Accountability** – Making a commitment to the organization, meeting obligations, adhering to policy and accepting responsibility, demonstrating personal integrity, earning trust, modeling ethical behavior, and understanding perceptions of behavior.

**Communication** – Expressing ideas, listening for understanding, giving feedback, and facilitating open communication.

**Customer Service** – Meeting customer expectations, providing proactive service, resolving customer concerns, managing customer expectations, and following up to ensure satisfaction.

**Initiative** – Identifying what needs to be done, taking action, adding value and participating in change.

**Teamwork**– Contributing to the team, working cooperatively, resolving conflict, building team capability and celebrating success.

**Minimum Qualifications**

Requires a Master’s Degree in Library and Information Science from an accredited American Library Association (ALA) university. A minimum of 3 years of progressively responsible supervisory experience in a public library setting.

*Supplemental Information:*

**Physical Activities**

N = Never; R = Rarely (Less than 25%); O = Often (25% - 75%); A = Always (More than 75%)

|  |  |  |  |
| --- | --- | --- | --- |
| Standing | O | Sitting | O |
| Walking | O | Bending | O |
| Stooping | O | Kneeling | O |
| Crawling | R | Climbing | R |
| Typing | O | Grasping | O |
| Talking | O | Hearing | A |
| Repetitive motions of hands/wrists | O | Handing | O |
| Repetitive motions of feet | O | Reaching | O |

Average number of pounds through a normal day that are pushed, pulled, etc. and the distance over which the weight is moved:

|  |  |  |
| --- | --- | --- |
| Activity | Average Number of Pounds | Distance Weight is Moved |
| Pushing | 150 | 200 ft |
| Pulling | 150 | 200 ft |
| Lifting | 20 | 200 ft |
| Carrying | 20 | 200 ft |

**Examples of physical activities required in this position**:

Typing on computer  
Shelving Books  
Walking through library  
Book drop pick up

**Possible Hazards (chemicals, dangerous machinery, etc.)**

None known.

Interested applicants, please submit cover letter, resume, and application found at the following <http://stjohn.lib.la.us/2016/10/employment-application-2016/> to Andrea Tullos, Library Director at [AFTullos@stjohn.lib.la.us](mailto:AFTullos@stjohn.lib.la.us). This advertisement closes at midnight on Friday, Dec 20th, 2019.

In addition, please provide answers to the following questions.

1. Do you have a Master’s Degree in Library Science from an American Library Association (ALA) accredited university?
2. Please indicate your total years of professional level library work experience?
3. Why do you feel you are the most qualified candidate for this position?
4. How would you characterize your supervisory style? What style would you use when collaborating with colleagues?

***Equal Opportunity/Affirmative Action Employer/Women/Minorities/Veterans/Disabilities***