

ASCENSION PARISH LIBRARY

Job Announcement

September 5, 2020

JOB OPENING: Assistant Branch Librarian (Dutchtown Branch) Librarian I

RESPONSIBILITIES: The Assistant Branch Librarian acts to support the Branch Librarian to ensure the successful operation of an individual library branch. They are responsible for coordinating and supervising activities, staff, maintenance, programs, etc. at the branch level, and assuming responsibility for the Library branch in the Branch Librarian's absence. Work requires the ability to plan, problem solve, prioritize, supervise, and train.

The applicant should have strong interpersonal skills, with a commitment to excellent customer service, and the ability to work with minimal supervision. The applicant should also be highly organized, have the ability to meet deadlines and have excellent verbal and writing skills. This position will work closely with other librarians throughout the library system.

QUALIFICATIONS: A master's degree in library and information science from an ALA accredited library school is required.

SALARY: \$43,000 plus, dependent upon experience.

BENEFITS: Health, Dental, Vision, and Life Insurance; retirement with the Parochial Employees' Retirement System of Louisiana (PERSLA); Sick Leave; Annual Leave

POSITION AVAILABLE: October 1, 2020

APPLICATION DEADLINE: Until filled.

APPLY: Send letter of application, resume, and three references to John Stelly, Assistant Library Director, Ascension Parish Library, 708 South Irma Blvd., Gonzales, LA 70737 or jestelly@myapl.org.