

JOB ANNOUNCEMENT

TITLE: Assistant Director, Grade 10

REQUIREMENTS: Master degree in Library and Informational Sciences from an ALA-accredited program. Six years relevant experience. Three years supervisory experience. Ability to obtain an Lc1 Library Certification Classification. Leadership, forbearance, temperament, professional self-control and courtesy are essential requirements of this position. Effective oral and written communication skills. Proven Grant writing background. Strong commitment to public service. Informed and committed to emerging information and telecommunication technologies.

MAJOR TASKS:

- The Assistant Director is responsible to the Executive Director to coordinate all Division operations to ensure that they function as an integrated part of the library system's services.
- Assist in the development of new procedures for improved services and operations using a team approach.
- Work proactively with the Executive Director in the review and implementation of the Annual Report, Strategic Plan, Technology Plan, and Internal Control compliance procedures.
- Administer and adhere to the Union Contract.
- Coordinate volunteer program in conjunction with Division Heads and community organizations. In charge of the library in the absence of the Executive Director. Act as a community liaison in the absence of the Executive Director at local meetings and events. Work closely with and supervise Public Services Coordinator. Keep well-informed of developments in the library field through reading and participation in professional activities, meetings and associations.
- In conjunction with the Executive Director, identify, investigate, and write grant opportunities for Library services.
- Develop marketing strategies to assist the library organization with practical plans for financial growth and community collaboration. Perform other duties as assigned by the Executive Director.

SALARY: \$ 55, 627 - \$70,379

DATES: Accepting applications starting June 16, 2016 until position filled.

APPLICATION: Send resume and cover letter with three job references to

PROCEDURE

Whitney Chapman
Administrative Manager
564 State Street
Hammond IN 46320