

	Charles County Public Library		
	Open date: June 14, 2017 Close date: June 28, 2017 at 5:00 PM	Location: La Plata, MD	DISTRIBUTION: Internal & External Opportunity
	ISSUED BY: Ericka Robinson, Human Resources Manager		
	SUBJECT: Assistant Director Vacancy		

Assistant Director: Full Time; Exempt position with benefits

Grade: 18

Salary: \$82,922.00

Charles County Public Library is seeking an Assistant Director to plan and direct all aspects of library operations and public services including branch management and customer service practices; assist and advise the Executive Director in budget planning, long range and strategic planning and policy recommendation; fill in for the Executive Director when required.

Reports To: Executive Director

Direct Reports: Supervises all branch managers, the bookkeeper, and the programming coordinator.

Duties:

1. Oversees and ensures delivery of quality public service to customers (circulation, reference, programming, customer technology). Regularly evaluates library services, policies, and procedures to ensure maximum effectiveness. Set, implement, and oversee customer service standards and expectations.
2. Assists and advises the Executive Director in annual budget preparation, capital improvement planning, long range and strategic planning, policy recommendations to the Board of Trustees, and special projects.
3. Supervise and establish overall work objectives for direct reports; develops, coaches, counsels, reviews and evaluates work performance, completes performance evaluations, and administers employee disciplinary actions. Participates in interviewing and selecting staff.
4. Monitors emerging library technologies, trends, innovations and new products and services; recommends and oversees implementation of new products, services, and strategies to advance and improve public service operations, with an emphasis on meeting customer needs.
5. Represents CCPL in meetings with citizens and community groups, including speaking to community groups, the Board of Trustees and County Government elected officials about CCPL services and policies.
6. Communicates and coordinates policies, procedures, and operational information to staff.
7. Works with the Library Board and assumes leadership of the library in the absence of the Executive Director.
8. Works with the IT manager and branch managers to oversee day-to-day technology infrastructure and facilities management of the library.
9. Coordinates the implementation of technology initiatives related to public service offerings.

10. Oversee the procurement of furniture and supplies for new and existing library facilities; assists in the design of new libraries as needed.
11. Monitor the routine maintenance, repair and general condition of all branch buildings and grounds, communicate concerns and recommendations to the Executive Director.
12. Monitors operational budgets and vendor contracts.
13. Reviews and monitors performance metrics and statistics.
14. Lead project teams as needed.
15. Provides leadership, guidance, administration and supervision in a variety of situations including staff supervised, committee assignments, and departmental interactions.
16. Works to promote collaboration among library branches and departments system-wide.
17. Assists in developing strategies to promote the library in the community.
18. Prepares a variety of reports and statistics.
19. Keeps abreast of library developments by attending workshops and educational programs and reading periodicals and or specialized literature.
20. Performs other duties as assigned.

Requirements:

1. MLS degree from ALA accredited institution.
2. Five years public library experience with at least three years supervisory/management experience.
3. State of Maryland Certification as a Professional Librarian within six (6) months of hire.

Application Process:

Current Charles County Public Library staff should submit to Human Resources a Request To Transfer/Promotion form (found on the Extranet) and a complete application, cover letter, and resume to be considered for this position. All information must be submitted by the closing date of June 28, 2017 at 5:00 p.m. via inter-office mail to:

Charles County Public Library
2 Garrett Avenue
La Plata, Maryland 20646
ATTN: Human Resources

All other applicants please email your cover letter and resume to hr@ccplonline.org or mail/submit your cover letter and resume to the address above.

Incomplete applications and documents will not be considered. Personnel file resumes and applications will not be considered in lieu of required documents as part of the application process.

Please Note: Due to the large number of applications we receive, we aren't able to give status updates to every applicant that applies, but if you are invited for an interview, you will be contacted directly by Human Resources for that position.

Charles County Public Library offers a competitive salary and generous benefits including health insurance, supplemental insurance, paid time off, and retirement plans.

Charles County Public Library is an Equal Opportunity Employer that does not discriminate on the basis of race, color, sex, creed, religion, national origin, age, disability, genetic information, veterans' status or disabled veterans' status. Reasonable accommodations will be considered.