

**QUINCY PUBLIC LIBRARY
POSITION OPEN**

CLASSIFICATION: Assistant Director

DEPARTMENT: Administration

SALARY RANGE \$43,680 – \$48,880

DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

Responsible for hiring, training, supervising, coaching, and evaluating the library staff. Oversees Circulation, Technical Services, Reference, Children's, Marketing, and IT departments. Coaches and counsels to resolve conflicts. Attends board meetings and participates in board committees as assigned. Assists the Director in the development of major policies, goals, objectives, and general planning activities of the library. Participates in the development of the library budget. Recommends levels of service to be offered. Advises the Director on matters related to library operations. Plans and coordinates the collection of data to meet state and national public library standards. Responsible for the distribution of effective information concerning policy, procedures, and activities of the Quincy Public Library. Serves as resource person for policy and procedure questions; responds to patron complaints. Represents the library to the community by giving talks and tours, and joins community organizations. Assists with confidential staff issues. Serves as liaison for community service and other volunteers. Plans and directs special projects and reports. Keeps informed of current trends and developments by reading professional literature, attending professional meetings, workshops and conferences. Responsible for the development and implementation of initiatives and activities supporting library services. Responsible for the overall development and maintenance of the library collection. Writes, researches, and/or facilitates library grants.

QUALIFICATIONS:

Masters Degree required; MLIS preferred. Supervisory experience required. Library experience preferred. Ability to work all schedules including evenings and weekends. Valid driver's license.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Exercise reasonable and independent judgment and discretion. Considerable ability to establish and maintain effective working relationships with staff and patrons. Communicate clearly and effectively. Read and comprehend oral and written instructions. Considerable leadership skills to lead teams, work as a member of a team, and to motivate and direct employees. Considerable knowledge of administrative techniques and procedures. Work independently and in a team environment. Handle multiple and simultaneous tasks. Considerable ability to remain calm in difficult situations. Instruct library staff in library practices and procedures. Considerable knowledge of professional library practices, procedures, and technology. Considerable ability to empathize and relate to the needs of staff and patrons. Extensive

knowledge of online and electronic resources and the advanced ability to perform Knowledge of PC's and office software applications. Willingness to research and learn new skills.

OPENINGS: One

Please submit a detailed resume and cover letter to:

Kathleen Helsabeck, Executive Director
Quincy Public Library
526 Jersey Street
Quincy, IL 62301

The Library is an Affirmative Action / Equal Opportunity Employer.
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