

EMPLOYMENT OPPORTUNITY – Assistant Director of Programs

Putnam District Library, in Nashville, Michigan, is looking to add an Assistant Director of Programs to our team. This individual will possess qualities of being outgoing, self-motivated and detail-oriented. The successful candidate(s) will primarily plan and implement programs for all ages in the community. **Training provided on library-specific systems; however strong technology skills are essential.**

Qualifications:

- High school diploma required.
- Reads widely and objectively.
- Has knowledge of community and current events.
- Possesses organizational, supervisory, and creative skills.
- Has the ability to perform in a professional, cordial manner in order to foster favorable community relations.
- Willing to go the extra mile to give excellent customer service.
- Strong skills with current technology, computers, and office equipment.

General duties include:

- Acts as a resource to the public by providing front desk customer service, assisting with public access computers, providing readers' advisory and reference information, and seeks to meet the ever-changing needs of Library users.
- Assists in the collection, processing, and maintenance of statistical information for general information and funding sources, as determined by Library Director.
- Assists in applying for appropriate grants, as determined by Library Director.
- Monitors and recommends purchase of programming, office and building supplies. Purchases supplies when appropriate, as determined by Library Director.
- Participates in short and long range planning for Putnam District Library, including making budget recommendations.
- Demonstrates proficiency in all front desk tasks including but not limited to:
 - answering the phone
 - assisting patrons with technology
 - utilizing the library's software system to circulate items, and create/maintain patron accounts
- Other duties as assigned by the Library Director.
- In the absence of the Library Director, oversees functions of the Library.

Library Programming duties:

- Works with Library Director, staff, and volunteers to provide programs.
- Manages promotional and logistical processes for programs.
- Works with school and community organizations as a literacy partner.
- Maintains focus on early literacy in children's room.
- Manages marketing of events through social media, local newspaper articles and other sources.
- Social media experience for businesses or organizations is ideal but not necessary.
- Works in the Library to guide parents and children in how to best use the Library's resources.
- Involves staff and volunteers in programming by utilizing individual strengths.

Collection Development Duties:

- Assists in the selection of materials for the Library's collection as assigned.
- Keeps assigned collections current and in good condition.
- Refers collection suggestions to the Library Director.

Training:

- Obtains and maintains certification as required by the Library of Michigan.
- Participates in ongoing staff training.
- Attends professional development workshops/conferences when appropriate, as determined by the Library Director.

Meetings:

- Attends all staff meetings.
- Attends Library Board meetings when appropriate, as determined by the Library Director.
- Attends other Library-related meetings (EX: County and cooperative meetings) when appropriate, as determined by the Library Director.

Evaluation:

- The Library Director will provide an annual written evaluation, after reviewing the Assistant Director's annual goals and accomplishments. This process will also involve creating and agreeing on goals for the upcoming year.

Hours: Part-time, 20-25 hours per week. Library employment requires some evening and Saturday morning hours.

Salary: \$11 - \$13 based on knowledge and experience

Posting Date: 9/5/19

Closing Date: Until filled

If you are interested in applying for this position please turn in an application with a resume and cover letter.