



## POSITION OPENING

**TITLE: Assistant Director**

**WAGE:** Grade 18 \$62,400 - \$79,600

**STATUS:** Full-time

### GENERAL DESCRIPTION OF THE POSITION:

The Assistant Director will assist the Library Director in the administration of all public service functions by participating in system planning and managing the day-to-day operations of library services. The Assistant Director acts as the head of the library in the absence of the Library Director.

### REQUIRED QUALIFICATIONS:

- A Master's Degree in Library Science from an American Library Association accredited graduate school.
- Eligible for a Librarian's Professional Certificate (Level 1) from the Library of Michigan as required by state law for a class V library
- 3 years of professional library experience with proven capabilities in management.
- Knowledge of library collection development tools, reference materials and bibliographic sources.
- Expertise in utilizing information technology, ebooks and readers, and proficient with computers and their applications in the library setting.
- Ability to motivate, establish and maintain effective working relationships with associates, staff, board of trustees, other community agencies and the general public.
- Demonstrated ability to:
  - effectively communicate orally and in writing
  - organize and supervise the work of others
  - develop, plan and implement adult programming
  - stimulate interest in the use of library facilities
  - project an enthusiastic and positive image of the library
  - set priorities in a changing environment and make decisions in a timely manner

**APPLICATION PROCESS:** Interested persons should submit a letter of application and resume to: Leslee Niethammer, Director

Saline District Library  
555 N. Maple Rd.  
Saline, MI 48176

(734) 429-2313

Or email: [leslee@salinelibrary.org](mailto:leslee@salinelibrary.org) by **Saturday, October 24, 2015**. Applications received by this date will receive first consideration. If any accommodations are required to complete this process, please contact Ms. Niethammer at the above address.