

**NOTICE OF VACANCY
SALEM PUBLIC LIBRARY
370 Essex Street, Salem, MA 01970**

TITLE: Assistant Director
POSITION STATUS: Full-time, non-union position, 35 hours per week.
REPORTS TO: Library Director
SUPERVISION EXERCISED: Supervises Library Department Heads and other staff
SALARY: Up to \$73,800.00; DOQ

DUTIES:

Participates in discussions of problems, policy and other matters affecting the whole library with the Library Director and with department heads. Assists in administering all Library services and programs. Participates in SLSA union meetings and negotiations.

Oversees and monitors daily internal operations of the Library. Assumes responsibility for library operations in the absence of the Director. May be assigned on-call duties outside of normal schedule.

Is responsible for the scheduling of all adult personnel in all departments of the library. Prepares and maintains weekly work schedules including all leaves, absences, meeting dates and special training. Performs payroll functions.

Performs collection development oversees development and maintenance of the adult collections. Prepares written communications for the staff on policy and procedural matters, special operating instructions and organizational problems.

Represents the Library in the community, as needed, and is the spokesperson for the Library at community events. Serves as liaison between the Library and the community.

Interviews and hires applicants for part-time work and, with the Director, applicants for full-time work.

Performs other duties as assigned.

QUALIFICATIONS:

ALA-accredited Master of Library and Information Science degree or current enrollment in an accredited MLIS program.

Thorough knowledge of library principles, procedures, methods and tools. Experience working with an integrated library system and emerging technology. Familiarity with downloadable media, web design and WordPress.

Excellent skills in supervision, interpersonal relations, written and oral communication. Excellent organizational, planning and problem solving skills. A strong public service commitment, flexibility, and good sense of humor required.

Three or more years of public library experience. Department Head experience preferred.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to talk or hear, use office equipment, and the employee is occasionally required to stand. The employee must occasionally lift and/or move up to 10 lbs. Vision abilities required by this job include close and distant vision. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is quiet to moderately quiet.

Qualified individuals are encouraged to send cover letter and resume to **Tara Mansfield, Director**, mansfield@noblenet.org. Position is open until a candidate is chosen.

DATED: April 29, 2022

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