

Free Library of Springfield Township

Assistant Library Director (37.5 hrs. /week Full time position with benefits)

Purpose of this Position: The individual in this position is responsible for coordinating and overseeing all areas of public services at the Free Library of Springfield Township. Additionally, this individual works closely with the Library Director in administering all aspects of library management and assumes responsibility for library operations in the absence of the Director.

Duties and Responsibilities:

- Has general knowledge of all library departments and is willing to work in each department to develop a solid understanding of The Free Library of Springfield Township's Customer Service Philosophy
- Builds library collection by reading book reviews and ordering
- Assists Director in implementing library's long range plan
- Attends MCLINC meeting and workshops as required
- Assists with the formulation and administration of library goals, policies and procedures
- Provides advice, direction, and interpretation of library policies, mission, values and strategic direction
- Represents the library in the community
- Manages special projects with or without the library Director
- Serves on interview team with Director to select staff if needed
- Assists the Director to prepare annual state library report
- Assists Director with budget preparation
- Other duties as required

Experience and Training Required:

MLIS or MIS degree from an ALA accredited institution

3-5 years progressively responsible library experience

Accounting experience helpful

Excellent oral and written communication skills.

Computer skills to include, Microsoft Office ILS and HTML familiarity

Ability to multitask

Special Qualifications Required (Licenses, Certifications, and Registrations):

- Certified as a Professional Librarian in Pennsylvania
- Successful completion of Pennsylvania State Police Criminal Record Check, Pennsylvania Child Abuse History Clearance and FBI Background Check
- Please respond by **December 12, 2018**

Send Resume, Cover Letter and contact information for 3 Professional References to:
Marycatherine McGarvey, Director
Free Library of Springfield Township
8900 Hawthorne Lane
Wyndmoor, PA 19038