



Job Description

Library System Assistant Director

Full Time, Salaried, Benefited

Principal Role

The Assistant Library System Director assists the Director of the Mississippi County Library System (MCLS) in the management of the services, programming, grant-writing, and bookkeeping of the six-location network of public libraries. The position's focus is to lead, establish, and coordinate programs and outreach to customers of all ages across all six public libraries of the County. The Assistant Director will work closely with the Director to create, manage, and implement programing initiatives and pursue grant funding opportunities.

Essential Duties & Responsibilities

- Develops and participates in year-round life enrichment programming for customers of all ages and varying interests
- Leads in the utilization of virtual/distance technologies such as ReadSquared, Microsoft 365, Adobe Creative Cloud, Canva, etc.
- Leads and coordinates library managers in planning, scheduling, and implementation of the annual summer reading program
- Maintains a comprehensive programming calendar
- Coordinates community volunteer activity including those formally established with the Blytheville Chamber of Commerce's Leadership Institute and other entities such as those related to workforce development
- Mentors the System's Library Managers to create, promote, and conduct workshops, reading groups, etc. ranging in theme from STEM and maker/craft activities, to current event-related community conversations, and table gaming classes and tournaments
- Works closely and proactively with the PR Specialist to promote summer reading and life enrichment programming
- Proactively seeks out grant opportunities to fund both programming and facility-related initiatives referring strategic, cost-effective options to the System Director for direction of effort and priority
- Compiles data and documentation while applying for selected grants
- Provides drafted grant applications to the System Director and PR Specialist for feedback, proofreading, and signatures before submission

- Reviews all vendor bills processed by the Bookkeeper for accuracy and proper expense categorization before presentation to the Director for signing.
- Assists the Director with annual budget development and tracking as requested
- Assists the Director with various projects as requested
- While actively communicating with the Director, serves as their authoritative point of contact for urgent matters, if the Director is not otherwise present nor available.
- Participates in library outreach and promotion events/activities as context requires and determined by the Director
- Participates in meetings and discussions as a member of the MCLS management team
- Other duties as determined by the Director

Qualifications: Education, Experience, Skills

- An associate degree or higher required, bachelor's degree in education or business preferred
- Demonstrable professional writing skills required; grant writing experience preferred
- Experience in creating workshops, developing education curriculum, leading afterschool programs, and/or other related activity
- Aptitude and familiarity with e-mail, Microsoft Office and Adobe software, and standard office technologies
- Must be able to maintain friendly, positive, and engaged professional relationships with System customers and colleagues of all ages, ethnicities, political and social perspectives, and socio-economic statuses
- Ability to prioritize tasks and work accurately
- Ability to interpret, utilize, and present statistical and financial data accurately, strategically, and ethically
- Videography and handicraft skills
- Ability to give and follow instructions and communicate well with others in both verbal context and in writing
- Accuracy and attention to detail
- Must be self-motivated and able to work without direct supervision; but also able to work as a member of a team

Physical & Professional Demands

- This is a professional position that demands courteous and polite interactions with the service population and community leadership.
- An obvious demeanor of enjoyment and patience to interact with people of all ages, perspectives, and backgrounds
- Promptness, reliability, and integrity to follow a flexible schedule
- Performs tasks involving sitting, standing, walking, stooping, long periods of keyboarding, etc.

Availability

This is a salaried, full-time, benefited position. Salary based on experience and qualifications at a minimum of \$40,000. Benefits include fully funded health, dental, and vision insurance; optional, supplemental health insurance; holiday, sick, and vacation pay; and retirement. Some travel among the six libraries is required with occasional evening and/or weekend obligations. The position offers flexible scheduling options as agreed upon with the Director.

Established by the MCLS Director, July 20, 2021