

Position: Assistant Library Director

Posting Date: February 4, 2026

Job Summary: Under the supervision of the Director, assists with implementing the policies and decisions of the Library Board of Trustees. Focuses on management of library personnel and policies. Maintains a high standard of library services and operates the library using good fiscal and administrative principles.

Education/Experience Requirements:

- Master's degree in Library Science from an ALA accredited school
- Five years of professional public library experience required, with a minimum of two years in a supervisory or administrative capacity
- Knowledge of local and state laws, as they relate to the management of a library
- Proficient in the use of computers, including online databases and scheduling tools
- Knowledge of the principles, methods, and practices of library science
- Ability to exercise, initiative, leadership, independent judgement, and tact

Responsibilities and Duties:

- Assists in implementing policies of the library as adopted by the Board
- Assists in preparing an annual budget for the library and keeping management on target for all budgetary expenditures
- Assists Department Heads with hiring and supervision of library personnel. Supervises staff as needed
- Manages HR programs including new hire paperwork, ensuring library staff abides by the Personnel Policies, and handles the coordination of benefits for full-time employees
- Manages building schedules for staff and public meeting rooms
- Works to keep policy manuals updated and available for all staff
- Deals with the public on a daily basis in such a way as to promote good public relations
- Assists the Business Office with financial paperwork, bank deposits and transfers, and other tasks as needed
- Research and write grants to help promote the library and its programs
- Participates in professional activities related to job responsibilities
- Participates in local community organizations and agencies as requested by the Board of Trustees and the Director
- Attends all Board meetings
- Acts as Interim Director should it be needed, until the Board hires a permanent replacement
- Performs other duties as assigned

Physical Demands and Working Conditions: Employee must be able to work an 8 (eight) hour work shift.

Hours: Full Time (40 hours per week) Occasional night or weekend hours. Travel between the two campuses will frequently be required.

Pay: MINIMUM starting salary \$90,770 and benefits include IMRF participation and single person HMO health insurance.

To Apply: Submit a cover letter and resume to HR@oswego.lib.il.us by the end of the day Sunday, March 1, 2026

ILLINOIS PUBLIC LABOR RELATIONS ACT:
This position shall be exempt pursuant to the Act

FAIR LABOR STANDARDS ACT:
This position shall be exempt pursuant to the Act