

**Position: Assistant Library Director**

**Job Summary:** Under the direct supervision of the Library Director, assists with implementing the policies and decisions of the Library Board of Trustees. Maintains a high standard of library service and operates the library using good fiscal and administrative principles.

**Education/Training/Experience Requirements:**

- A. Master's degree in Library Science from an ALA accredited school.
- B. Five years of professional public library experience required, with a minimum of two years in a supervisory or administrative capacity.

**Job Duties and Responsibilities:**

- A. Assists in implementing policies of the library as adopted by the Board.
- B. Assists in preparing an annual budget for the library.
- C. Manages HR programs including new hire, personnel policies, and benefit coordination.
- D. Assists with financial paperwork, bank deposits, bank transfers and other financial duties.
- E. Researches and writes grants to help promote the library and library programs.
- F. Participates in local community organizations and agencies as requested by Board of Trustees and Director.
- G. Attends all Board meetings.
- H. Manages the Library when the Director is not available.
- H. Performs other duties as assigned.

**Hours:** Full Time

**Pay:** Starting salary: \$80,374

**To apply:** Submit a cover letter, resume to Sarah Skilton at [sskilton@oswego.lib.il.us](mailto:sskilton@oswego.lib.il.us) or her attention Oswego Public Library District, 1111 Reading Drive, Montgomery IL 60538 by **March 21, 2019.**