

Assistant Library Director

\$73,294 - \$94,282 DOQ + [Full-Time County Benefits](#)

The Williamsburg Regional Library, winner of the 2018 ELGL silver award for best public library in the United States, seeks an innovative and collaborative team leader as its Assistant Director. The successful individual will lead an outstanding staff – committed to providing excellent library service and programs to the 86,000 residents in the greater Williamsburg area.

The Assistant Director reports to the Library Director and is a member of the library management team. The position performs advance work overseeing library public service daily operations and supports the strategic directions of Williamsburg Regional Library. Key areas of focus include library public service operations management, leading and mentoring staff, developing and implementing strategic directions, and project management. The Assistant Director assists the Director in the administration and supervision of the public services operations.

Responsibilities:

- Participates in decision-making, near-term and long-range planning of library services, implementing and evaluating library services, functions, and expenditures.
- Prepares statistical and narrative reports, collects and analyzes pertinent data.
- Improves the quality of library services through individual and general staff development by attending relevant meetings, workshops, training, sessions, and visiting other sites.
- Performs duties of Director in Director's absence or at Director's discretion, including public relations, personnel, and budget duties.

Requirements:

- Master of Library Science (MLS) degree from an accredited American Library Association (ALA) college required; public library experience, and experience successfully managing large-scale projects required.
- Experience overseeing multiple public service divisions.
- Knowledge of the principles, practices and techniques of library services and personnel management; principles and processes for providing customer service including setting and meeting quality standards for services and evaluation of customer satisfaction.
- Skill in use of computer software, especially Microsoft Office Suite, digital resources, commonly used applications, and social media; oral and written communication.
- Ability to effectively work with users of all ages and other library personnel; plan and organize daily work and special projects.
- Ability to establish and maintain effective working relationships with library administration and staff members, government/school/community officials and personnel, vendors, and the public. Ability to be an effective ambassador for the library and represent the library in a positive manner.

Accepting applications until 11:59pm EST on 08/09/2019. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>