Title:  Assistant Director                      Date Posted:  March 3, 2022

Job Responsibilities: The Assistant Director supervises assigned department managers; oversees social media and public relations efforts; plans, develops and promotes system-wide programs (including the Summer Reading Club); acts administratively in place of the Director in the Director’s absence; assists the Director and Fiscal Officer in budget preparation; represents the library in the community; and searches out and responds to grants designed to aid, enhance, or create library services or assets.

Qualifications: Master’s degree in Library Science (M.L.S. or M.L.I.S.) from an American Library Association accredited institution; previous administrative and supervisory experience; a valid Ohio driver’s license with an acceptable driving record; a clean criminal background check; and experience in marketing, grant writing, promotion, and/or program development.

Working Conditions: This is a full-time, exempt position. Occasional evening and weekend hours are expected.

Pay Range:  $58,318 to $78,728

Application Procedure: Applications may be obtained at any of our locations or online at www.wcpl.info. Completed application forms and resumes may be emailed to: jobs@wcpl.info or mailed to:

Wayne County Public Library  
304 N. Market St.  
Wooster, OH 44691.  
Attn: Human Resources

Deadline:  Position open until filled.

In compliance with Federal and State equal employment opportunity laws, the Wayne County Public Library considers qualified applicants for positions without regard to age, race, color, religion, gender, sexual orientation, national origin, disability, or ancestry.