TOLEDO
LUCAS COUNTY
PUBLIC
LIBRARY

Assistant Manager/Librarian IV

Location: To be determined
Salary Range: (R06) $54,546 - $76,417
Status: Full-Time (Full-time is 37.5 hours per week. Must be able to work nights & weekends.)
Deadline: Open until filled.
Click to apply!

Position Summary
As part of the management team at the agency, is responsible for assisting the manager, in overall agency management responsibilities, including staffing, customer service and other library services. In the absence of the manager is responsible for the quality of overall customer library experience. The position also takes an active role in the development and maintenance of the agency's relationships in the community, including schools, businesses, and local organizations.

The incumbent will have strong leadership skills and demonstrate a commitment to the TLCPL's mission and values including being welcoming, innovative, objective, accountable, and collaborative.

Primary Responsibilities
1. Library services – assists in the management and maintenance of a strong and current floating collection; develops cost effective public programs; provides high-quality reference and reader's advisory services and tracks current and future technology needs and uses.
2. Staff & property management – as assigned and in the absence of the manager directs daily activities, including personnel matters, reporting/statistics and training, forms goals and plans for the agency with an eye for continuous improvement, and attends to consistent and ongoing training needs.
3. Leadership – in partnership with manager and supervisor sets the service tone for the agency, fosters teamwork and communication, guides new staff, keeps more senior staff motivated, and builds consensus. Exemplifies excellent public service and social skills.
4. Outreach – assists in the establishment and maintenance of agency's presence in the local community by participating in organizations, committees and delegating appropriate outreach activities to staff; recommends and promotes use of library resources and services.
5. Professionalism – maintains current knowledge of profession and applies awareness to agency work, maintains an active membership in professional organizations, actively participates in system-wide work teams, collaborates effectively with other

library agencies and administrators, and represents the library in a positive, professional manner.

Qualifications

Knowledge/Skills
1. Interpersonal skills and ability to communicate and work cooperatively with all staff and the public.
2. Ability to plan, assign, and delegate assignments. Ability to effectively manage and evaluate performance and results of assignments.
3. Knowledge of library science principles, methods and library resources.
4. Ability to speak publicly at professional and community functions as a library representative.

Training/Experience/Education/Certification
1. Bachelor's degree in a related field.
2. Two (2) years professional library experience.
3. Experience providing reader's advisory to adults and teens/tweens.
4. Experience with analyzing complex data and utilizing Microsoft Excel.
5. A valid driver's license; must be insured and meet your state's minimum coverage requirements for auto insurance.
6. Must meet insurance eligibility requirements of the Library's insurance carrier under the Library's Motor Vehicle Use Policy.
7. Supervisory experience (preferred).
8. ALA-accredited MLS/MLIS (preferred).

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the major responsibilities of this position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform major functions.

Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the major functions of this position.

BCI/FBI Criminal Background Record Clearance and MVR history required.
A drug screen to be completed prior to the start date.