

EMPLOYMENT OPPORTUNITY ASSISTANT LIBRARY DIRECTOR

Make a difference in the lives of people every day by joining the team at Grantsburg Public Library!

Grantsburg Public Library is seeking applicants for a part-time Assistant Library Director and Marketing Specialist. We are seeking a friendly, outgoing individual with a passion for marketing, library services, community engagement and working with patrons of all ages.

Essential duties will include the creation of marketing materials for the library, development and implementation of programs for library patrons of all ages, basic circulation functions, handling customer accounts, assisting customers in making use of the library's resources, and performing administrative duties in the absence of the library director.

Candidates must be detail-oriented, have a strong facility for technology, experience in marketing/graphic design, enjoy working with children and adults, and always strive to provide quality service while maintaining customer privacy.

The position is 20 hours per week, including Thursday evening hours and rotating Saturdays, plus additional shifts to cover for illness or vacations as needed. This position will report to the Grantsburg Public Library Director.

Minimum Requirements: High school diploma or equivalent, higher education preferred. Experience in computer applications including word processing, email and Web applications, ability to lift 50 lbs. and ability to bend, crouch, reach and stand for long periods of time, able to drive to training and library service meetings at various locations in Northern Wisconsin. Preference given to applicants with strong technology skills and graphic design experience using Canva and Microsoft Office tools.

Submit job application, resume, and cover letter by 5:00 on Wednesday Sept 30, 2020 to: sara@grantsburg.wislib.org.

The Grantsburg Public Library is an Equal Opportunity Employer.

ASSISTANT DIRECTOR RESPONSIBILITIES

- Provides a welcoming environment within the library; helps establish and maintain a high customer service performance standard.
- Performs circulation desk duties including, but not limited to, issuing library cards, handling library materials, providing reference services, collecting payments for fines and services. Desk duties may include locating materials through Interlibrary Loan.
- Assists customers with technology needs. Needs may include the online catalog, computers, downloads, printing, copies, faxing, e-readers, etc.
- Answers telephone and emails, providing quality reference service and directing calls.
- Accepts and administers tests to be proctored.
- Periodically supervises volunteers.
- Creates visual and written promotional materials for all library services including press releases and social media.
- Plans, promotes, and implements library programs, in collaboration with other library staff.
- Performs all opening/closing procedures in work areas/public areas.
- Oversees the appropriate use of library facilities, maintains order and cleanliness of materials, and the cleanliness of the library facility.
- Performs administrative duties in absence of the library director.
- Manages and maintains materials in the collection.
- Attends training when directed.
- All other duties as assigned.