



Union County Carnegie Library Job Description

Position: Assistant Director: Programs and Outreach

FLSA : Non-Exempt Salaried (40 hrs/wk)

Status: Full Time Regular

Starting Pay Range: \$38,000 - \$42,000

General Summary:

The Assistant Director: Programs and Outreach Librarian position is an administrative, public service position. This employee works under the supervision of and consults with the Library Director. They have broad decision making responsibilities for routine operational matters and some decision making responsibilities for non-routine matters, including applying library policy to problems as necessary. The Assistant Director acts as Director for the Library when the Director is out of the office.

Primary Responsibilities:

- Programs and Outreach – 50%
 - Serves as a representative and liaison of the library while at work and out in the community
 - Coordinates and implements programs and community outreach efforts county-wide for programs and services, including providing programs for children, teens, and adults
 - Evaluates programs and maintains metrics of success
 - Maintains a programming budget, including detailed records of expenses, and provides statistical reports to Library Director
 - Maintains and grows library services across the county
 - Supervises programming staff, including Programs Assistant and Teen Interns
 - Drives library vehicle as necessary for outreach events and programs
- Public Service – 30%
 - Supervises part-time circulation staff, including work study students
 - Able to perform all of the duties of Library Clerks and Assistants when needed
 - Including but not limited to: helping patrons locate materials, placing and processing holds and ICLs checking in and out materials, handling financial transactions, and providing computer assistance to patrons
 - Provides in-depth reference services; Processes Inter-Library Loan Requests
- Administration and Supervision – 20%
 - Acts as Director in the Director's absence
 - Helps with staff training and development
 - Assists in planning, implementing and evaluating library services; coordinates selection of library materials for specified collection areas
 - Assists in budget preparation, negotiation of expenditures, and grant writing
 - Attends professional meetings, workshops, and classes

Important Qualities:

- Outgoing, welcoming, and enthusiastic
- Two – five years customer service experience
- One year of supervisory experience
- Masters in Library Science preferred; must have a minimum of 18 credit hours completed in the Masters in Library Science program
- Must possess or be eligible for and maintain a valid SC driver's license



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- Easily comprehends written information especially instructions pertinent to duties; follows instructions and all directions with care and commitment
- Able to work effectively and enjoys interacting with people, including both the general public and other staff members of all ages and backgrounds
- Able and willing to travel and to work evenings and weekends
- Proficient with a range of technology
- Prior experience providing programs or instruction preferred
- Willingness to learn administrative processes, techniques, and procedures
- Strong attention to detail; ability to maintain accurate records and statistics and complete reports
- Maintains an excellent public service attitude and creates a positive image of the library
- Previous grant writing experience preferred
- Knowledge of principles, practices, and techniques of modern library operations
- Strong oral and written communication skills

Union County Carnegie Library provides health benefits, paid leave, and retirement to all full time regular employees. Additional benefits, such as a relocation stipend, may be available.

Applications are available at <http://www.unionlibrary.org/employment>. Interested applicants must submit a resume, cover letter, 3 references, and a Union County Carnegie Library Employment Application to jobs@unionlibrary.org. Position is open until filled.

UCCL is an equal opportunity employer.