



Peabody Institute Library

82 Main Street

PEABODY, MASSACHUSETTS 01960-5592

Education • Information • Recreation

978-531-0100



JOB POSTING

PEABODY INSTITUTE LIBRARY

ASSISTANT DIRECTOR

Job Title:	Assistant Director
Salary Range:	\$67,450 to \$71,245 annually
Location:	Peabody Institute Library, Peabody, MA 01960
Schedule:	Full-time, 35 hours per week, additional hours may be required

Summary: The Board of Trustees of the Peabody Institute Library seeks a dynamic and creative candidate for the position of Assistant Director in accordance with Article VI of its Bylaws. Working under the direction of the Library Director, the Assistant Director will be responsible for the daily operations and administration of the Library including the essential functions and duties as described below.

Essential Duties and Responsibilities (These duties are a general summary and not all inclusive, other duties may be assigned)

The Assistant Director is responsible for:

- Daily operation of the main library and branches including scheduling and supervision of professional and non-professional staff.
- Overseeing operation of the main library's public desks including the evaluation and development of local policies and procedures for the main library and branches.
- Overseeing implementation of network policies at main library and branches.
- Overseeing supervision and maintenance of circulation and reference activities using the patron and items database, including the maintenance of circulation data and statistics.
- Coordinating and managing Museum Pass Program.
- Hiring, supervising, and training staff, library aides and pages as appropriate in the library's core competencies of circulation, reference and research, readers' advisory and technology.
- Responding to patron complaints and questions concerning policy.

- Overseeing the planning and maintenance of book displays and other library materials; overseeing implementation of readers' advisory services.
- Serving as liaison to Friends of the Library; facilitate Friends initiatives and activities; attend Friends' meetings, providing expertise and guidance to Friends' members on pertinent issues and library matters.
- Serving as Volunteer Coordinator for library volunteer program.
- Assuming administrative responsibility for overall operation of the library in the absence of the director.
- Assisting at public service desks as needed.

The assistant director is directly responsible to the director and is expected to perform or assist in the performance of other duties as assigned by the director such as the appointment to committees, attendance at meetings, grant writing, annual budget preparation and other special projects related to the administration and development of library services. The assistant director may be required to work evening or weekend hours as needed.

Qualifications: This position requires an MLS; a minimum of 3 years of progressively responsible experience in a public library setting, supervisory experience and competency with hardware and software technology including computer networks, website management and the Internet.

Excellent oral and written communication skills; demonstrated ability to work effectively with others; leadership skills and a high degree of motivation, initiative and resourcefulness; ability to exercise independent judgment in decision-making; intellectual curiosity; competence in current and emerging library technology.

Posting Date: September 2, 2020

Closing Date: September 11, 2020

How to Apply: Please submit cover letter, resume, and three professional references electronically to Library Director Cate Merlin at merlin@noblenet.org or to the City of Peabody Human Resources Department at kelly.bloom@peabody-ma.gov. The City of Peabody is an EOE.