Assistant Library Director

Marion County Public Library System
321 Monroe Street, Fairmont, WV 26554
$45,000 - $48,000 a year - Full-time

Full job description

Overview

Join our dynamic library team as an Assistant Library Director, where you will play a vital role in enhancing library services and supporting the overall management of our community resource. This energetic position offers the opportunity to lead daily operations, assist patrons, and ensure the smooth functioning of library systems. You will be a key contributor to creating an engaging, organized, and accessible environment that fosters learning and discovery for all visitors. If you thrive in a fast-paced setting and are passionate about promoting literacy and community engagement, this role is perfect for you!

Responsibilities

- Develops guidance manuals and procedures for review and training.
- Monitors and instructs employee performance; conducts departmental appraisals.
- Communicates library policies and procedures to staff and implements and assures compliance.
- Attends various staff meetings; serves on various staff committees.
- Assists the public at the circulation desk and serves as a model for department staff in those interactions.
- Stays informed of professional issues, trends and attitudes, including managerial, financial, political and personnel issues, through reading professional literature, newsletters, journals and electronic media.
- Runs daily, weekly, monthly reports for patron and materials management, and delegates work accordingly to main library and branch staff.
- Creates monthly reports for library administration.
- With guidance of the Director, performs research, conducts studies, or garners statistics relating to customer service effectiveness, user needs, new services and technologies, and promotional campaigns.

Skills

- Strong knowledge of databases, cataloging standards, and integrated library systems (ILS).
- Excellent writing skills for reports, correspondence, and promotional materials.
- Proficient in data entry, research techniques, and data collection methods relevant to library operations.
- Outstanding customer service skills with the ability to communicate clearly with diverse audiences.
- Well-developed organizational skills with attention to detail for filing, record keeping, and managing multiple tasks efficiently.
- Fast and accurate typing skills combined with solid computer literacy across various software platforms.
- Ability to troubleshoot basic technical issues related to library software and hardware components effectively.

This role offers a vibrant environment where your organizational talents and passion for community service will make a meaningful impact. Join us in shaping an inviting space that inspires curiosity, supports learning, and connects people through the power of information!

Job Type: Full-time

Pay: $45,000.00 - $48,000.00 per year

Benefits:

- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Retirement plan

Work Location: In person

To apply, please send your resume along with a cover letter to Kerry Trahan – MCPLS General Manager at ktrahan@mcpls.org.