



1150 Route 20 South Rd.  
Buckhannon, WV 26201

Position Description: Assistant Director / Library Manager

Hours: Full-time (40 hrs. / Week. Must work 1 evening a week, and every 3rd Saturday)

Compensation: \$37,500 annually, position also qualifies for health care insurance and retirement

Qualifications and Requirements:

- Master's Degree in Library and Information Science from an ALA-accredited university (State of West Virginia requirement)
- Experience working in a library environment; administrative or supervisory experience is beneficial

Primary job duties: Primary focus is on coordinating and supervising the daily running of the Library in conjunction with other Administrative staff. Secondary focus is Outreach and Programming for the library, as well as grant writing and social media. Assumes the duties of the Library Director in their absence. Travel may be required for affiliate visits.

#### Library Manager

- Manages and supervises staff in daily library service activities essential to the smooth functioning of the library, assisting downstairs on the circulation desk when necessary
- Responds to and resolves patron complaints in a timely and courteous manner
- Schedules daily shifts for staff and library volunteers
- Researches and recommends potential new purchases for the Library's collection in all categories to the Director
- Continuously seeks out emerging library trends and other creative, new ideas, finding ways to scale them to UCPL's needs
- Seeks out professional development opportunities for library staff to expand skillsets
- Recruits, trains, and supervises a volunteer program. Develops and oversees an internship program for Wesleyan Scholars.
- Demonstrates skill in mentoring other UCPL and affiliate library staff
- Demonstrates leadership and raises the overall quality of the Library's offerings to the community as an active member of the staff team

#### Outreach & Programming

- Seeks out opportunities and cooperative partnerships to help the Library build their community and expand services locally and regionally
- Seeks out grants to supplement outreach and programming budgets as needed
- Formulates goals and procedures for implementing outreach services in accordance with organizational strategic plan and priorities
- Promotes the library in the community through printed materials, social media interaction and attending meetings and functions in the community as a representative of the library
- Ensures all programs and services are advertised to the fullest extent and in a consistent manner
- Develops a regular and sustainable schedule of community outreach services at local schools, senior citizen facilities, businesses, festivals, and other locations as needed
- Networks with area schools to provide access to Library materials and services for students

- Represents the library in at least one community organization (FRN, Lions/Rotary/Elks/Kiwanis, Create Buckhannon, etc.)
- Works with library staff to plan, develop and implement events of interest to library patrons that align to the organization's mission statement and community needs
- Demonstrates ability to maximize the quality of programs offered with a minimal budget
- Coordinates with other library staff to develop and implement annual all ages Summer Reading program

#### General responsibilities

- Communicates effectively with all library staff, board members, and outside organizations
- Assists Director in evaluation of staff job performance
- Assists Director in evaluating Affiliate library services and operations
- Attends monthly Library board meetings for UCPL (required) and affiliates as needed
- Participates in collection development (selecting, ordering, discarding) of library collections per the director
- Provides professional guidance as needed to affiliate libraries by phone, email or in-person visits
- Demonstrates thorough knowledge of professional library principles, research expertise, reader's advisory, outreach and presentation skills
- Demonstrates knowledge of a variety of library-related technology and devices, including eBooks and social media
- Ensure all library patrons are provided with excellent customer service
- Other duties as assigned

To apply, please submit a cover letter, resume and 3 professional references to [help@upshur.wvlibrary.info](mailto:help@upshur.wvlibrary.info), apply on Indeed (<https://www.indeed.com/company/Upshur-County-Public-Library/jobs/Assistant-Director-2c7e83a055007285?fccid=2463b7422b22cf2a&vjs=3>), or by mail:

Upshur County Public Library  
 Attention: Hiring Committee  
 1150 Rt. 20 South Rd.  
 Buckhannon, WV 26201

Review of applications begins upon receipt and will continue until position is filled. Any further questions may be answered via email (see above) or by phone at 304-473-4219, ext. 11 or 10.