

TANGIPAHOA PARISH LIBRARY

JOB OPENING: Assistant Director

DESCRIPTION AND RESPONSIBILITIES: Tangipahoa Parish Library is seeking a dynamic individual with excellent people skills to work with its director in creating a positive vision for library service for Tangipahoa Parish. The successful candidate will have a Master's degree from an accredited university, a minimum of 5 years of relevant experience, including five years' experience in a supervisory capacity. In-depth knowledge of, and prior experience with, extension services, programs and branch management are highly desirable. The new Assistant Director will have the opportunity to work with the Director in the creation of new branch libraries, will be involved in the development of the library's long-range plan, as well as evaluating current branch services and facilities. The Assistant Director will oversee the library's six branches. Key responsibilities include strategic planning, supervising and evaluating branch managers, training and staff development, collection management, and being a contributing member of the administrative team.

QUALIFICATIONS: Master's degree in a related field required; Master's degree in Library and Information Science from an ALA accredited program preferred; Minimum of five years experience in a public library; five years supervisory experience; Strong managerial and administrative abilities, as well as a desire to serve the public; Excellent written and oral communication skills.

SALARY RANGE: \$60,000 – \$70,000 depending on experience; health insurance; annual and sick leave; retirement.

POSITION AVAILABLE: Now open

APPLICATION DEADLINE: Until Filled.

APPLICATION PROCEDURE: Complete the online application at <http://www.tangilibrary.com/About-Us/Employment>

If you have questions contact the library by phone at 985-748-7559, ext. 200, or email at cgarlepied@tangilibrary.com