

Dudley-Tucker Library Assistant Director

Reporting to the Director of the Library and collaborating with the Town of Raymond and the full library staff, the Assistant Director assists in the administration and supervision of Library operations, manages library instructional services and related workflows, and collaborates in the management of acquisition, systems, and technical services.

The primary duties of this full-time Professional Librarian position include: welcoming Library users; providing information services and troubleshooting minor technology issues; monitoring usage of the building, making occasional rounds, serving as a visible presence in physical spaces, and assisting with the appropriate supervision and mentoring of patrons and Library staff; assisting the Director of the Library in the administration and supervision of Library operations; collaborating with the Director to recommend and establish long-term goals and objectives for library service; managing readers' advisory and reference; developing information literacy sessions with an emphasis on modern pedagogy and patron-centered learning objectives; collaborating with the Director in managing a library instructional team focused on providing library instruction and reference services; working in partnership with library acquisition, systems, and technical services staff to ensure outputs are patron-centered, and enriching efforts towards patron support and library instruction; facilitating the interlibrary loan program.

Secondary duties include: consulting with the Director on collection development, with an emphasis on current and future goals, and building a robust, diverse collection; staying up-to-date on best practices, professional and technology standards, license, regulatory requirements; contributing to a continuous process of assessment to ensure the Library's success in advancing Dudley-Tucker Library's evolving goals in light of community, information technology, and user preference changes.

The Assistant Director of the Library works primarily during the day, as well as two evenings per week. In some circumstances, it may be important to assist during adverse weather and emergencies to ensure essential services and service points are covered.

The successful candidate will possess an MLS or equivalent degree; 3-5 years of experience in library leadership in public or academic settings; proven collaboration, communication, people skills and proficiency in working with a diverse and wide range of individuals; proficiency with MS Office Suite and the ability to become proficient with various software and technology appropriate to libraries; excellent oral and written communication skills with an ability to instruct and train patrons and staff; strong organizational skills and the ability to work at a high rate of accuracy; ability to provide coverage during instances of adverse weather and emergency situations to ensure services and service points are covered; ability to work independently with initiative, as well as be a part of a team; strong background in library service and detail-oriented and a demonstrated commitment to diversity and inclusion, and to serving the needs of a diverse community.

Compensation subject to qualifications and experience. Pay Range: \$34,800 to \$40,390, plus benefits.

Job Description can be found on the [Town of Raymond Website](#). [Click here](#) for an online application. Please email completed application, current résumé, cover letter, and three professional references to [Dudley-Tucker Library Director Kirsten Rundquist Corbett](#) and [Town of Raymond Human Resource Coordinator Deborah Intonti](#) by June 10, 2020.

The Dudley-Tucker Library and Town of Raymond are equal opportunity employers.