

The Bourbonnais Public Library District is seeking a compassionate, dynamic, and adaptive professional to provide library leadership in a newly created position as the Assistant Director. This full-time (37.5 hours) position, under the supervision of the Library Director, assists the Director with management of the library, and is responsible for marketing, public information, facilities, and technology.

Annual Salary Starting at \$51,732/year

Essential Job Duties and Responsibilities:

- Oversees the departments of Circulation, Marketing, and Facilities, including hiring, training, supervision, coaching, and evaluation.
- Serves as the person in charge of the library in the absence of the Director.
- Assists the Director with regular reports to the Board of Trustees involving marketing, facilities, technology, and circulation. Prepares background materials for board meetings.
- Oversees the development of marketing campaigns using current and appropriate marketing channels to effectively inform the community about library services and promote a strong library presence in Bourbonnais.
- Manages IT outsourcing, oversees technology upgrades, and coordinates technology projects.
- Assists the Director with facilities and grounds projects and maintenance.
- Participates in the budgeting and strategic planning processes.
- Drafts and assists in creating policies and procedures.
- Manages the Library Ambassadors Committee.
- Establishes and maintains collaborative relationships with community organizations, leaders, and officials.
- Works with the Friends of the Library in promoting the library's interests in the community.
- Attends conferences, workshops, and meetings. Stays informed of trends and developments in library management, services, and technology.
- Participates in management team meetings. Presents reports on administrative activity.
- Performs other duties as assigned.

Qualifications:

- Bachelor's Degree or higher in business, public administration, finance. Master's Degree in Library Science/Library Information Studies or related field is preferred.
- Minimum of three years of project management and supervisory responsibilities. Professional library experience preferred.
- Excellent communication and interpersonal skills.
- Knowledge of budget, personnel, and facilities management.
- Knowledge of practices of public administration, management techniques, marketing strategies, technology, and community relations.
- Ability to uphold confidential information related to patron information, personnel records, and library business

Working Conditions/Physical Requirements:

- Work involves crouching, kneeling, bending, and reaching to access library materials and execute library programs. This position is responsible for lifting up to 25 pounds and pushing book carts that can weigh up to 100 pounds.

- This position may be required to travel throughout Illinois and the surrounding areas to attend conferences, workshops, and meetings.

Interested applicants should email a letter of interest, resume, and three professional references to Library Director, Kelly McCully, at kmccully@bourbonnaislibrary.org.