

Abington Community Library  
**Assistant to the Director – Full-Time Position**

Due to the nature of working in a small public library, with periods of heavy activity at unpredictable times, each staff member, while having specific duties, must be aware of and able to perform many of the duties of other staff members in order to offer assistance to library users. Recognizing this, the job description that follows describes only the major responsibilities of this position.

Although administrative, this position will require some evenings, Saturdays, and Sundays. Salary commensurate with experience. Full benefits package is included.

**Primary responsibilities:**

- Facilitating programming, collection development, and staff meetings;
- Assessing services and programs for all ages in planning for future activities;
- Encouraging all staff to support the promotion of programming, resources, and services;
- Coordinating all programs with an overall vision in mind;
- Managing all budgets for programming and collection development;
- Managing of Education Improvement Organization (EIO) status;
- Working cooperatively with other libraries, including school libraries, teachers, community groups, and daycare facilities, senior care facilities, etc. for outreach services;
- Assisting director in planning and implementing new library programs, services, grant writing, and fundraising as needed;
- Assisting in the development of public relations material to promote the library and its resources and services in the community;
- Assisting the director, in general, as required;
- Assessing of staff competencies and coordinating staff development and training.

**Miscellaneous responsibilities:**

- Helping patrons locate needed information and material;
- Serving on Lackawanna County Library System (LCLS,) Northeast Library District, and Pennsylvania Library Association committees as needed;
- Assisting with the training of library staff and patrons in the use of various technologies, online services, and software available through the system and state;
- Serving as secondary contact when the director is unavailable to address building / security concerns;
- Supporting of all fundraising efforts.

**Experience and training:**

Skills required for this position include an ability to work cooperatively with other staff members and the public, knowledge of literature for all ages, excellent customer service, good organizational skills, creativity, enthusiasm, and proficiency in the use of computers for online searching, eResources, searching the public access catalog, creating and maintaining website content, and various social media platforms. Excellent oral and written communication skills.

Creative and open-minded. Organized. Effective time management. Commitment toward follow-through. Programming facilitation (sharing particular skill, talent, and/or interest).

**Educational requirements and other qualifications:**

- A minimum two years of experience in a public library setting preferred;
- Proficiency with MS Word, Publisher, Excel;
- Rudimentary understanding and working knowledge of the process of strategic planning, PA Forward, and other state-wide and national library-related initiatives;
- Rudimentary understanding and working knowledge of QuickBooks for Non-Profits;
- Commitment toward ongoing professional development including attendance at webinars, workshops, and conferences and a willingness to share what was learned;
- Committed advocate for libraries, services, and resources;
- Excellent written and oral communication skills;
- Valid PA Driver's License required as well as the willingness and ability to participate in and/or facilitate off site programs and outreach;
- Current state clearances;

**Physical demands:**

All staff members, when needed, assist in the charge and discharge of library materials, return library materials to the shelves, maintain an assigned section of the materials collection, and assist library users with their requests. Standing or moving about the Library, moving approximately 30 lb. material bins to other parts of the library, and bending and stretching to return material to shelves required.

**Application process:**

Please email your cover letter outlining specific qualifications that make you the perfect candidate to join our team and your resume to [slongo@albright.org](mailto:slongo@albright.org). Application deadline is Wednesday, May 29 by midnight.

**May 2019**