



WESTCHESTER PUBLIC LIBRARY

Westchester Public Library seeks an experienced, motivated professional to serve as **Assistant Director** in the administration of the Library.

Responsibilities

- Leads staff in a consistently professional, positive, and results-oriented manner.
 - Is efficient and detail-oriented, with clear communication skills in all standard formats.
 - Engages in consistent, honest, and timely communication with the Director.
 - Directly supervises branch managers and other personnel; is available to staff as a whole.
 - Ensures effective management, scheduling, and operation of departments system-wide.
 - Conducts oversight of system-wide multi-age programming and related budgeting, processes, promotion, and statistics.
 - Is actively involved in the selection and retention of staff, to include onboarding, training, evaluation, discipline, and separation.
 - Assists the Director in the planning, implementation, and evaluation of short- and long-term goals and capital projects.
 - Facilitates and participates in staff meetings and committees; leads planning for select special initiatives and staff events.
 - Assists in the implementation and upholding of Library policies and procedures.
 - Works in conjunction with the Director to handle escalated personnel, patron, and other or emergency issues.
 - Attends meetings of the Library Board of Trustees; periodically attends community meetings and similar.
 - Works in tandem with the Director on public communications.
 - Responsible for the Library in the Director's absence and/or as assigned by the Director.
 - Seeks out and attends professional development and continuing education opportunities.
 - Other duties as needed or assigned.
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- Must be organized, flexible, and able to multitask.
 - Must demonstrate good decision-making and critical thinking skills, and be able to authoritatively manage challenging situations.
 - Must have strong communication skills (both verbal and written) and use proper grammar.
 - Must be proficient in office productivity software, databases, and social media platforms.
 - Must have integrity, be open to ideas, and be inclusive of diversity. Sense of humor a plus.

Requirements

- Master of Library Science degree from ALA-accredited school.
- Minimum ten years' recent public library experience with increasing responsibilities.
- Minimum six years' experience managing multiple staff members and/or department heads or managers.
- Ability to achieve Indiana Library Certification 2 or higher within six months.
- Ability and willingness to observe a primarily consistent schedule with flexibility for meetings and other events.

Working Conditions

- Normal library/office indoor working conditions; mild exposure to office/maintenance chemicals (cleaning solutions, glue, paint, and similar).
- Regular exposure to noises, scents, and activities of server rooms and other technology-heavy environments.
- Noise level is typically low to moderate.

The following physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this position; reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions:

- Both move about and sit for long periods of time.
- Manipulate books and other materials, paper, computers and other technology.
- Speak, listen, and communicate clearly with others.
- See and read; appropriately distinguish words, letters, and numbers.
- Regularly reach for and collect items.
- Infrequently climb, balance, stoop, kneel, or crouch.
- Infrequently move or lift up to 30 lbs., or push carts weighing up to 75 lbs.
- Occasionally travel and carry materials to and from various locations, with related exposure to outside elements.

Salary from \$60,000 depending on qualifications, with an excellent benefits package:

- WPL pays both the employee and employer portions of health insurance coverage for full-time eligible employees, and makes a generous annual contribution into covered employees' individual Health Savings Accounts.
- WPL pays both the employee and employer portions to make the maximum allowable contribution into the Indiana Public Employee Retirement Fund for full-time eligible employees.
- WPL pays both the employee and employer portions for life insurance coverage for full-time eligible employees.

- Full-time professional employees accrue 20 vacation days annually; accrue sick leave; and are compensated for 12 holidays annually.
- WPL also offers both full- and part-time employees the option to participate in Hoosier S.T.A.R.T. retirement savings plans for employees of the State of Indiana.

Westchester Public Library is a township library operating two branches, a service center, and the Westchester Township History Museum; serving Chesterton, Porter, Burns Harbor, and Dune Acres; located four miles from Indiana Dunes National Park and forty-six miles from Chicago.

To apply, email PDFs of the following to Director Heather Chaddock at heather@wpl.lib.in.us

- Cover letter explaining why you are interested in and qualified for the role.
- Current resume.
- Three professional references, to include one former or current supervisor.