

ASSISTANT LIBRARY DIRECTOR

The City of Carlsbad is accepting applications for the position of **Assistant Library Director**. Assists the Library Director in the management of the City of Carlsbad Public Library involving highly responsible, professional library administrative work that includes the planning, organizing, and directing of the library staff, collections, and public service. The municipal library serves an area population of 50,000+ and is located in a major tourism region.

Schedules and directs library staff, including training, evaluation and approval of leave requests and time-sheets. Assists the Library Director with budget preparation, administrative assignments and directs the Library in the absence of the Director. Plans, organizes, and implements special projects as needed.

Maintains budget, accounting, and statistical library records, including detailed financial transactions using a computerized accounts maintenance system.

Compiles and reports a variety of statistical data regarding library operations, including circulation statistics, materials ordered and received, and other data as needed. Provides that data upon request or in response to questions from other library staff members.

Manages library materials collection, including development using a variety of professional review sources and the Library Collection Development policy to select materials, analyze usage, and deselect items.

Responsible for the preservation and conservation of archival print and non-print materials. Maintains the integrity of the rare book and archive collection by observing due care in the handling and storage of materials.

Performs reference, information, and circulation work as needed. Performs other duties as assigned.

Knowledge of the principles and practices of library collection management and development. Knowledge of general management principles and practices, including budgeting, program development, and employee training and supervision. Knowledge of library cataloging and classification practices. Knowledge of library automation and inventory procedures.

Ability to understand and follow complex oral and written instructions, policies, and procedures. Ability to analyze and streamline work processes and show initiative in generating new ideas. Ability to establish effective working relationships with other staff, the public, interest groups, Library Board and City officials.

Skill in planning and supervising the work of others. Skill in the utilization of library facilities and resources.

Qualifications: Master's degree in Library Science, and three (3) years full-time professional library work, one (1) of which must have been in a department head capacity; OR a Bachelor's degree in Library Science or related field, and five (5) years of full-time professional library work, two (2) of which must have been in a department head capacity.

Professional Librarian's certification from the NM State Library is required within one year of employment.

In addition to an excellent benefit package, starting annual base rate will be \$57,429. Must have an excellent work history

to include dependability and stability. Must possess and maintain a valid New Mexico operator's license.

To be considered for this position apply at the City Municipal Building, 101 N. Halagueno or respond to City of Carlsbad, Personnel Department, P.O. Box 1569, Carlsbad, NM 88221. Applicants must include a City of Carlsbad Employment application filled out completely. Resumes are not required, but may be included if desired. Resumes/applications must be received or be postmarked no later than April 7, 2017.

EOE M/F/V/D