

Assistant Director/Outreach Librarian

Description

James River Valley Library System has a full-time position with benefits for an energetic, creative, team-oriented librarian who loves promoting life-long education through robust technological innovation, programming, and personal interaction with patrons. Position includes evening and weekend hours as needed.

Duties include (but are not limited to) the following:

- Assist with hiring, orientation/training, scheduling, and supervision of library staff
- Conduct adult programming focusing on topics such as crafts and technology education
- Off-site adult programming at community centers, etc.
- Reader's advisory services
- Coordinate implementation of new library technologies as assigned
- Maintenance of library Website and coordination of social media outreach
- Assist in the development of library policies and procedures
- Coordinate building maintenance

Salary & Benefits

Begins at \$40,000 per year and is commensurate with library experience. Position provides generous sick time, vacation, and personal leave benefits. Health insurance is provided for the employee, with 50% assistance toward additional family insurance costs if needed. Retirement benefits provided through North Dakota Public Employees Retirement System.

Education & Experience

- ALA-accredited Master's in Library Science preferred
- 1-3 years' experience in a public library preferred

Skills & Requirements

- Model excellent customer service skills
- Possess aptitude, creativity, and passion for library-based education
- Communicate effectively and professionally
- Offer creative and flexible solutions to library challenges
- Possess curiosity that impels life-long learning
- Employ strong leadership attributes
- Promote library resources and programs effectively and creatively
- Seek technological enhancements for library services
- Possess strong organizational skills
- Enjoy collaboration as part of a team, but possess ability for independent work
- Possess knowledge of current standards, advances, and trends in the library profession
- Have familiarity with common ILS operations, as well as with other library technology

Physical demands are an essential part of this position. The position requires the ability to talk, hear, sit, stand, bend, reach, use hands and fingers, view library materials and computer screens, lift up to 50 pounds, and travel on library business in all kinds of weather and traffic conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Please submit cover letter, resume, professional reference contacts, and completed application to Joseph Rector, library director, using the employment tab at www.jrvls.org.

A post-offer background check and motor vehicle records check may be required.

Job Information

Location:	Jamestown, North Dakota, United States
Position Title:	Assistant Director/Outreach Librarian
Job Category:	Administration/Management
Min Education:	Master's Degree
Company Name:	James River Valley Library System
Entry Level:	Yes
Salary:	\$40,000 - \$49,000 yearly
Library or Company Type:	Public Library
Job Type:	Full-time

About James River Valley Library System (JRVLS)

JRVLS was formed in 2009 through the merger of Alfred Dickey Library and Stutsman County Library. Employees of our library system are dedicated to providing the highest quality service, lifelong learning, and technology opportunities. Alfred Dickey Library celebrated its centennial in February of 2019 after undergoing an extensive renovation. The library system operates a bookmobile named Nelly which faithfully serves residents throughout our county.

Our Mission: To inform, enrich, and empower our community.

Our Goals:

- Meet the informational and educational needs of library users involved in both formal and informal learning activities
- Support lifelong learning and love of reading
- Provide equal access to information
- Provide a diversity of material that reflects the interest of the community
- Provide quality, customer-focused service

James River Valley Library System is an Equal Opportunity Employer.