



Assistant Director Morgantown Public Library Manager

Job title	<i>Assistant Director, Morgantown Public Library Manager</i>
Reports to	<i>Director</i>

Job purpose

Oversees and is responsible for managing the day-to-day operations, activities, and staff of the Morgantown Public Library. Creates a welcoming, supportive, and inclusive environment for staff and patrons. Ensures that the library sets and meets goals in line with the Mission, Vision, and Values of the Morgantown Public Library System and delivers exceptional customer service.

Duties and responsibilities

- Provides mentorship, leadership, and management to staff
- Creates a learning and supportive environment for staff and patrons
- Oversees the management of the physical collections as part of the Collection Development Team
- Promotes interest in the library as a community resource by visiting and speaking to civic, cultural and social organizations
- Oversees special programs and events both at the library and off-site
- Supervises service desks and creates schedules
- Promotes and supports the overall mission of the Morgantown Public Library System by demonstrating courteous and cooperative behavior when interacting with staff and patrons; acts in a manner that promotes a harmonious and effective workplace
- Sets goals and objectives that support the library's mission
- Identifies and interprets user needs
- Provides training to MPL staff, branches, and affiliate libraries
- Attends conferences, workshops, and meetings and reads professional literature to stay informed on issues related to public libraries
- Completes 3 hours of approved continuing education requirements a year
- Performs duties in other library areas or branches and participates in library special projects as needed or requested by the Director

Skills and Abilities

Qualifications include:

- MLIS, from an ALA accredited school (required)
- Supervisory Experience (recommended 2 years)
- Knowledge of professional library methods
- Ability to adapt and comfortable managing change
- Ability to work with minimal supervision
- Ability to think strategically and solve problems
- Ability to relate positively to community groups, library patrons and staff

- Specialized knowledge of computers, including MS Office Professional, Sierra and general search techniques
- Strong oral and written communication skills
- Ability to train, evaluate, and inspire staff

Additional Information

Full time positions require a 36 hour work week. One scheduled Saturday a month, and some evening shifts may be required.

Physical Requirements

Applicant must be able to lift and carry books. Carts are also available to aid with this task. Shelving materials requires pushing carts, bending, stooping, and reaching.

Some travel is required to branch locations, community meetings, and statewide library events.

Supervisory Controls

Serves under the general direction of Library Director

Direct reports

Children's Librarian, Teen Specialist, and all Public Service staff.

Approved by:	<i>Sarah Palfrey, Director</i>
Date approved:	<i>June 14, 2022</i>
Reviewed:	