



**Huntingdon Valley Library**

625 Red Lion Road  
Huntingdon Valley, PA 19006  
HVLibrary.org  
(215) 947-5138  
Fax: (215) 938-5894

## Library Assistant Director

- **Library:** Huntingdon Valley Library
- **Town:** Huntingdon Valley, PA 19006
- **Library Type:** Public
- **Position Type:** MLS preferred
- **Deadline:** Open until filled

## Description, How to Apply, and Contact:

The Huntingdon Valley Library, located in Huntingdon Valley, PA, seeks a full-time library assistant director. Primary responsibilities are supervising and coordinating the general operation of circulation and ILL activity, acting as our MCLINC automation coordinator, and scheduling meeting room use. The successful candidate will take the lead in maintaining a welcoming atmosphere in the library and resolve issues in a positive, effective manner. Other responsibilities include coordinating technology implementation, supervising library assistants, and monitoring appropriate use of the facility.

The position is full time at 37.5 hours per week. Tuesday evenings and some Saturdays are required. Salary: \$38,000 – \$42,000, plus benefits.

This position requires a four-year college degree; a Master's Degree in Library Science is preferred. Supervisory experience is strongly preferred. A general knowledge of library operations and materials and a desire to serve the public in a friendly, comfortable environment is preferred. Strong customer service, computer, and organizational skills are essential. Ability to provide the following at the time of hire: Pennsylvania State Police Request for Criminal Records Check, Department of Public Welfare Child Abuse History Clearance, Federal Criminal History Record Information, and Completion of the Pa State Mandated Reporter Training

We are an equal opportunity employer and value diversity. All employment is decided on the basis of qualifications, merit and library need.

Submit resume and cover letter to:

Mrs. Pam Dull  
Director  
Huntingdon Valley Library  
625 Red Lion Road  
Huntingdon Valley, PA 19006

or by email in PDF form to pdull at mclinc.org

**Website:** [www.hvlibrary.org](http://www.hvlibrary.org)



**Huntingdon Valley Library**  
625 Red Lion Road  
Huntingdon Valley, PA 19006  
HVLibrary.org  
(215) 947-5138  
Fax: (215) 938-5894

**Position: Library Assistant Director**

**Reports to: Library Director**

**Primary Function:** Under the supervision of the Library Director, the Assistant Director serves as second-in-command of the Huntingdon Valley Library. This position has primary responsibility for coordinating and overseeing the circulation, ILL activities of the library, and acts as our MCLINC Automation Coordinator for hardware and software support at the library.

**Hours:** Full-time, 37.5 hours per week with Tuesday evening and some weekend hours included

**Responsibilities**

- Assume the duties and responsibilities for the overall operation of the library during the absence of the Director
- Assist in drafting library procedures
- Attend Library Board Meetings and prepare meeting minutes
- Compile statistics for monthly report
- Coordinate and oversee the general operation of circulation and ILL activity
- Take the lead in maintaining a welcoming atmosphere in the library and resolve issues in a positive, effective manner
- Coordinate and manage use of the library's meeting spaces with the Director
- Interpret library policies to the public
- Supervise circulation staff and screen applicants for vacancies
- Oversee the processing of all materials including training and managing work performed by circulation staff and volunteers
- Adult Volunteer Coordinator
- Knowledge LAN, Telecommunications, and Personal Computer Software & willingness to learn online Integrated Library System
- Ability to add/remove computer applications
- Oversee preventive maintenance, security, backup and disaster recovery procedures on LAN.
- Ability to follow written instructions for technical tasks
- Troubleshooting network connection problems
- Knowledge of WordPress application
- Acts as the library representative to MCLINC Automation Coordinators committee, Circulation Users Group, professional organizations and community groups
- Responsible for weekly deposits and reconciling cash register transactions.
- Responsible for ordering office and work supplies
- Fill in at public service desk as needed
- Perform other duties as assigned by the Director

## **Qualifications**

- This position requires a four-year college degree; a Master's Degree in Library Science is preferred
- Supervisory experience is strongly preferred
- Commitment to quality customer service
- Strong experience in Library technology
- Successful applicant must have computer skills to adequately troubleshoot automated circulation systems, as well as word processing, database and spreadsheet programs
- Understands and can set-up, configure, and/or troubleshoot hardware
- Ability in basic math computations and alphabetic and Dewey Decimal filing systems
- Ability to plan and manage several projects simultaneously
- Ability to prioritize tasks and work independently
- Ability to communicate positively and effectively with the staff and public, including children
- Ability to operate a vehicle and hold a valid personal driver's license
- Ability to maintain professional appearance and behave in a manner appropriate to a public setting
- Knowledge of collection development principles and procedures
- Ability to provide the following at the time of hire: Pennsylvania State Police Request for Criminal Records Check, Department of Public Welfare Child Abuse History Clearance, Federal Criminal History Record Information, and Completion of the Pa State Mandated Reporter Training

## **Physical Qualifications**

- The physical demands to perform this job are the ability to talk and hear, use hands to finger, handle, feel or operate objects or controls, sit, stoop, kneel, crouch, and lift and/or move up to 50 pounds. Hand-eye coordination is necessary to operate computers and office equipment. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus. Mobility is required to travel to meetings outside the library.
- Reasonable accommodation may be made to enable individuals with disabilities to perform this job.

We are an equal opportunity employer and value diversity. All employment is decided on the basis of qualifications, merit and library need.