

# P H C S A

Palm Harbor Community Services Agency, Inc.

## EAST LAKE COMMUNITY LIBRARY

### Assistant Library Director

Please forward all PHCSA applications and resumes to Library Director, Lois Eannel, at [lois-e@eastlakelibrary.org](mailto:lois-e@eastlakelibrary.org).

Salary Range \$50,000 - \$85,000

**The duties below are representative of the duties of the position and are not intended to cover all the duties performed by incumbents of any particular position.**

**Position Summary:** Assistant Library Director is responsible to serve and manage all operational aspects related to it within the East Lake Fire District. The Assistant Director reports to the Director of the East Lake Community Library.

#### **ILLUSTRATIVE DUTIES:**

- Assists the Director to plan, develop, implement, and maintain a high level of quality comprehensive program services that meets the needs of all participants in accordance with expected national library standards.
- Assists the Director to plan and direct an active and continuing public relations program such as press releases, marketing strategies, newspaper columns, involvement in civic organizations and speaking engagements to promote the use of the library.
- Assists the Director to plan, recommend, and implement all policies, practices and procedures that are approved by PHCSA and the county.
- Recruit, hire, deploy, train, supervise and discipline all staff in accordance with approved Agency personnel policy.
- Assists the Director to develop, implement, and maintain an on-going long-range strategic plan to include program development, fiscal development, facility development and staff development.
- Becomes a certified Passport Agent and assists with duties related to this service.

- Serve as “staff liaison” to the “Friends of the Library” and the “Advisory Board” as well as the Library Endowment Foundation and other relevant Library support groups by providing necessary leadership to assist them to fulfill their mission in the absence of the Director.
- Serve as “staff liaison” to the various departments of Pinellas County in the absence of the Director.
- Serve as the library’s representative to the various county and state library organizations such as the Pinellas Public Library Cooperative and the Tampa Bay Library Consortium in the absence of the Director.
- Assists the Director to develop, recommend, and implement a yearly operating budget as approved by PHCSA.
- Oversee and maintain employee work schedules, employee training and managing budgets.
- Develop, submit, and implement a clearly defined set of personal yearly performance goals and objectives that are mutually agreed upon by the Director and evaluated accordingly as part of the salary review process.
- Participate in strategic planning process and in any long-range planning.
- Promote the Library by presenting to varied groups in the community regarding the services and collections offered by the Library. The potential community partners may include associations, organizations, businesses, schools and social service agencies.
- Develops relationships with businesses, public schools, community organizations and government agencies to identify and partner in programs of mutual interest.
- Participates in the planning, development and evaluation of communication strategies and helps coordinate the promotional and public relations activities of the library under the direction of the Library Director and with assistance from the Marketing Coordinator.
- Review, develop, implement and maintain proper care and cleanliness of the facility and its grounds to insure maximum efficiency and accessibility for all users.
- Ability to work a flexible schedule that includes evening and weekend hours.
- Perform any and all other duties and responsibilities as the Director may so direct.

## **MINIMUM QUALIFICATIONS:**

ALA accredited M.L.S. degree with at least three (4) years or more of full-time public library experience, and at least two (2) years of supervisory or administrative responsibility. Some business experience a plus.

Experience working with online systems and sources required in a public library setting.

Must be able to stand/walk during shift, as well as easily lift 20 pounds and push/pull book/equipment cart.

**LICENSES, CERTIFICATIONS, OR REGISTRATIONS:** Must possess a valid Florida driver’s license.

**DRUG FREE WORKPLACE:** Palm Harbor Services Agency, Inc. is a drug-free workplace in accordance with Federal and Florida Law.

**ADA STATEMENT:** A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.

**Necessary Special Requirements:**

Employment contingent upon passing a criminal convictions check, DCF Level 2 screening which is subject to re-check every five years. Also, a 5-panel drug screening.

I have read, understand and am able to perform the job description without additional accommodations.

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Signature

\_\_\_\_\_  
Date