

PIEDMONT REGIONAL LIBRARY SYSTEM

- POSITION TITLE:** Assistant Director for Collection Development, Children's Services, and Technology
- JOB CATEGORY:** PROFESSIONAL LIBRARIAN, State of Georgia Certification
- HOURS & PAY:** Full-Time, Exempt Status, State Pay
- SCHEDULE OF JOB:** Daytime work during the week with occasional evenings and weekends
Specific schedule determined by demands of the job

JOB SUMMARY:

This is a full-time professional position with major responsibilities as the Assistant Director for the Regional System. This Librarian oversees collection development, children's services and information technology in each library. This Librarian supervises the Community Engagement Coordinator and the IT Coordinator. This Librarian participates in setting service levels and in determining goals and objectives for future development of the library system.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Represents the library at Library Director Meetings in the absence of the Regional Library Director
- Assists the Regional Library Director in maintaining effective relationships with funding agencies, civic and community groups, and general public
- Oversees the selection and purchase of book and non-print materials to develop collections that meet specific needs of all PRLS libraries and selects and orders titles when needed
- Coordinates training and development opportunities in children's services for all employees
- Coordinates the provision of state-sponsored Vacation Reading Program materials, programs, and activities
- Supervises the Information Technology Coordinator and assists in the evaluation and implementation of new technology resources as well as technology-related training and programming across the region
- Works with the PRLS Website Task Force to develop and maintain the library's website and other digital platforms
- Supervises the Community Engagement Coordinator and assists in efforts to increase awareness and use of library services.
- Collaborates with the Library Director, Community Engagement Coordinator, the Outreach Librarian, and other staff to facilitate public awareness campaigns with consistent branding and messaging for partners and patrons

QUALIFICATIONS:

- Graduate degree in library science from an ALA-accredited program
- Eligibility for Grade 5(b) Librarian Professional Graduate Certificate (Georgia State Board definition)
- Knowledge of professional practices, theories, and policies in collection development, library service to children, technology in libraries, and library administration
- Strong commitment to the total mission of public library service to all people
- Ability to meet the schedule and responsibilities of the job

TRAINING, SUPERVISION, AND EVALUATION:

The Assistant Director is supervised and evaluated by the Regional Library Director. Training is both formal and informal, including workshops presented by the state library and apprenticeship with other professional librarians on staff. In all duties, this librarian is guided by policies formulated by the Piedmont Regional Library System Board & affiliated boards.