



## **ASSISTANT TO THE LIBRARY DIRECTOR**

Upper Merion Township, located in King of Prussia, PA is looking for a highly motivated **Assistant to the Library Director** who will report directly to the Library Director and will supervise full-time and part-time technical services staff, and other supervision as assigned by the Library Director.

The **Assistant to the Library Director** will be responsible for (including, but not limited to):

- Assists with the formulation, implementation, review and control of policies, procedures, rules and regulations regarding the administration of the Library.
- Assists in developing library Goals and Objectives.
- Establishes and maintains effective relationships by meeting with the public and vendors.
- Assists Library Director in developing annual budget.
- Attends Township staff meetings in absence of Director.
- Composes reports and correspondence.
- Assists in organizing social functions.
- Maintains record of all library accounts; reconciles library accounts with Township records.
- Matches requisitions with bills and financial statements against bank deposits; maintains files.
- Accesses, inputs, and retrieves financial data from computer and invoice and catalog information from automated indexes.
- Compiles payroll data such as hours worked and hourly rate from employee time sheets; keeps attendance records; acts as liaison for employee benefit transactions.
- Handles all problem invoices and vendor inquiries; contacts maintenance vendors for library equipment service.
- Copies and distributes bills and mail to departments.
- Logs in and distributes all ordered library material.
- Supervisors, evaluates, recruits, and trains Processing Department personnel; delegates work assignments to staff.
- Attends workshops and meetings with department heads and staff members.
- Schedules meeting rooms and building maintenance concerns.
- Sends books to bindery; attaches book covers; glues book pockets; stamps books.
- Counts, records, and deposits petty cash money from library cash registers.
- Attends evening and weekend functions as assigned.

### **Minimum Qualifications:**

- Bachelor's Degree from an accredited college or university and 1 to 3 years' experience in library operations.
- High school diploma and 3 to 5 years' experience in a supervisory capacity as a library department head.
- Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.
- Must have a valid driver's license.

### **How to Apply:**

- For immediate consideration, applicants should complete an employment application by visiting <http://www.umtownship.org/index.aspx?nid=909> and submit the **full job application, cover letter and resume** via email to: [rpfeiffer@umtownship.org](mailto:rpfeiffer@umtownship.org) no later than the **close of business on Friday, June 9, 2017**.
- **When emailing application please do not "zip" or compress files. Resumes submitted by email must be in either Microsoft Word (Windows only) or Adobe Acrobat PDF (Windows compatible). Entire message with attachments must not exceed 10 MB in size.**

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