



Position: Assistant Director for Library Services

Reports to: Deputy Director

West Georgia Regional Library System (WGRLS) seeks an Assistant Director for Library Services. This position reports to the Deputy Director and serves as a member of the WGRLS Administrative Team. The position provides direct supervision to eight library managers.

West Georgia Regional Library System is a dynamic community-focused system that serves a population of almost half a million. Based in Carrollton, GA, WGRLS spans the counties of Carroll, Douglas, Haralson, Heard, and Paulding, offering premier library service for 19 member libraries.

General Position Description

The Assistant Director for Library Services is responsible for providing professional services to the Member Libraries, furthering the mission of WGRLS.

Essential Functions

- Supervises centralized Library Managers.
- Oversees centralized building repair, renovation, and facilities maintenance.
- Plans and coordinates emergency response for centralized libraries.
- Provides on-call centralized library coverage.
- Conducts new employee onboarding and orientation.
- Researches and secures available library funding by writing grant proposals.
- Working in conjunction with the Head of Patron Experience, advises centralized library staff on best practices in customer service and assists in resolving complaints regarding service.
- Verifies and certifies time sheets, leave sheets, and travel forms for managers of centralized libraries.
- Serves on staff-led teams and committees.
- Other duties as assigned.

Knowledge, Skills, and Abilities

- Extensive knowledge of professional public library principles, practices, functions, methods, and administration.
- Demonstrated effective grant writing to secure additional library funding.
- Leadership/supervisory experience in a public library setting.

- Ability to establish efficient, realistic plans that clearly convey the mission and satisfy the long and short range plans of the library system.
- Ability to set priorities, coordinate multiple ventures, and guide projects through to completion.
- Proficient in verbal and written communication.
- Intuitive ability to listen carefully and openly.
- Capacity to interact in a positive, effective manner with all staff and the general public.
- Perform job duties with a minimum of supervision, work collaboratively in a team environment, and demonstrate professional standards, good judgment, dependability, and timeliness in work environments.
- Ability to adapt to multiple demands and changing priorities, to learn, and be willing to embrace change.
- Ability to present ideas and provide instruction. Proficiency with teaching and use of various forms of technology.

Job Requirements

Excellent communication skills. Experience with providing public service in a library setting. Master's degree in Library Science from a school accredited by the American Library Association. Must possess a current State of Georgia Librarian Certification.

Supervisory Duties

Direct supervision of eight library managers.

Hours and Compensation

40 hours per week, exempt position. Salary range is \$62,000 to \$65,000 based upon experience. Benefits include health insurance, flex benefits, annual leave, and enrollment in the Teachers Retirement System of Georgia.

To Apply

Qualified applicants will submit a cover letter, résumé, 4 references (2 personal and 2 professional) to jobs@wgrls.org or apply online at <https://wgrls.org/about/careers>. Employment is contingent upon a satisfactory background check. Position open until filled.