Assistant Library Director
Recruitment #20-CI7181-01

Filing Deadline	Continuous
Jurisdictions	City of Montgomery
Salary	$69,237.00/year
Department	Library
Job Type	Open Competitive
Employment Type	Full-Time

Nature Of Work

The fundamental reason that this classification exists is to serve as the assistant director for the city-county library system. The assistant director is responsible for the day-to-day operations of the library system's branches and departments. Major work responsibilities include providing administrative support to the Library Director, directly supervising the library system's branch and department heads, managing the system's human resources functions, and receiving and handling complaints. The Assistant Director differs from the Library Director in that the Assistant manages day-in, day-out operations matters relating to the branches and departments while the Library Director provides the oversight of the entire library system. The Assistant Director is supervised by the Library Director.

Minimum Qualifications

Master's degree in Library Science from a college or university accredited by the American Library Association and 5 years of supervisory experience at the branch or program management level for a public library system.

Kind Of Examination

Applications are being accepted to fill one (1) vacancy and any vacancies that may occur during the life of the register. The current vacancy is with the **Montgomery City-County Public Library**. Applicants will be screened and qualified based upon education and experience as shown on the application and supplemental questionnaire. For this reason, applicants are urged to fill in the online application and supplemental questionnaire completely, providing detailed information concerning the kinds of jobs they have held, the dates they held them, where and exactly what their duties were. If the number of qualified applicants exceeds the appropriate number of eligible applicants for immediate referral, a selection procedure will be administered.

Tied scores will not be broken. If the number of qualified applicants is equal to or less than the appropriate number for referral, qualified candidates will be certified as equally qualified.

Complete an online application by visiting Montgomery City-County Personnel's Online Employment Center (http://www.jobaps.com/MGM). Paper applications are no longer accepted. Completed applications will be accepted online until 5:00 p.m. on the closing date. If there is no closing date, the announcement may be closed at any time without prior notice.

Additional Information

BENEFITS: Employees are offered a competitive benefits package which includes health, dental, and life insurance, paid annual and sick leave, paid holidays, and a retirement program.

DRUG TEST: Employment is conditional upon the potential employee passing a preemployment drug test. (The drug test may require the submission of a sample of hair, finger nails, and/or urine that will verify illegal drug use).

EQUAL EMPLOYMENT OPPORTUNITY: Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations or because of race, national origin, or any other non merit factors is prohibited. Discrimination on the basis of age, sex, or physical disability is prohibited except where specific age, sex, or physical requirements constitute a bona fide occupational qualification necessary to proper and efficient administration.

REQUEST FOR ACCOMMODATION: Under the Americans with Disabilities Act, it is the responsibility of the applicant with a disability to request accommodation which he/she requires in order to participate in the application or examination process. The Personnel Department reserves the right to require documentation of the need for accommodation under the ADA. In order to request accommodation in the application or testing process, contact the Personnel Director at (334) 625-2675.

I9: Prior to your employment, you will be required to provide to your employer documentation of your identity and employment eligibility in order to comply with the Immigration Reform and Control Act of 1986.

UPDATE OF CONTACT INFORMATION: It is your responsibility to update your contact information (address, phone, email) so that we can contact you about jobs. Please visit the Update Contact Information (../../MGM/NewRegPages/IDPassfind.asp?from=UpdateEmail) page to log in and update to your contact information at any time.

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