WORKING AT EVANSVILLE VANDERBURGH PUBLIC LIBRARY

At Evansville Vanderburgh Public Library (EVPL), we cultivate curiosity by creating wonder, and we envision communities united through shared exploration and understanding.

Bring your whole self to work each day and be authentically you. You bring a unique perspective and life view to the work we do for and with our community. As an EVPL employee, you should feel supported and empowered to think forward and to problem solve with your colleagues. At EVPL your voice, your lived experiences, and YOU matter! Each individual adds to the team as a whole, and every role makes a difference in how we impact Evansville and Vanderburgh County.

Assistant Manager - EVPL Central READ Center

Starting Salary: $59,300 annually

Hours: Full-Time 40 hours

Must be available to work all public service hours; which includes weekends and occasional Sundays

Full-time Employee Benefits
POSITION SUMMARY

The Assistant Location Manager ensures the library develops strong community partnerships, attracts, and retains patrons by maintaining a suitable collection of materials for all applicable age groups. The Assistant Manager is creative when developing programs, working with collections, and promoting library services to the community to encourage engagement and participation. The Assistant Location Manager supervises Library Assistants, the Interlibrary Loan Specialist, and/or Librarians to support the daily work of the library. This role assists in the development of the department budget and acts in the stead of the Location Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

In cooperation with the Location Manager and other colleagues, the Assistant Location Manager will advance the library’s mission, vision, strategic priorities, and brand. Responsibilities include but are not limited to:

- Schedule, coordinate, delegate, counsel, evaluate, and recommend hiring or discharge of department staff.
- Participate in staff planning and training.
- Direct the work of other department/location staff, acting as backup for the Location Manager in their absence.
- Interact with library patrons, colleagues, and community members across multiple points of service in a library facility, designated outreach/engagement locations, online or via telephone in a manner that contributes to a delightful library experience.
- Work the reference desk, taking and responding to staff or patron inquiries related to programming, collections, or general library information.
- Handle escalated patron contacts with compassion, grace, and authority.
- Plan for and facilitate various programming and tours relating to branch needs.
- Prepare, update, and present various usage and programming statistics.
- Maintain the collection; weed and recommend items to purchase or replace.
- Participate in outreach activities to build strong community and business partnerships.
- Actively participate in leading various meetings, programs, committees, or conferences as a representative and member of the library.
- Develop, plan, promote, supervise, and execute programs.
- Provide full management area of the branch library as assigned.
- Occasionally work the circulation desk.
- Participate in special projects, or other duties, as assigned.

QUALIFICATIONS

Basic:
• Master’s degree from a School of Library or Information Science program accredited by the American Library Association.
• 3+ years’ experience working in direct customer service.
• 3+ years’ experience with a variety of computer hardware and software systems (printers, digital catalogs, eReaders, etc.).
• 3+ years’ experience providing programming or teaching to all ages.
• 2+ years’ experience managing staff and/or teams.
• Proficient in Microsoft Office Suite, specifically Word, PowerPoint, and Excel.
• Must obtain and maintain, through professional development credits, an Indiana State Library professional librarian LC1, 2, or 3 certification.
• Must possess a valid driver’s license and have reliable transportation.

Preferred:

• 3+ years’ experience in public library in programming.
• 1+ years’ experience planning and managing departmental budgets.
• Proven empathy and understanding of multiple perspectives or life experiences.
• Strong communication and interpersonal skills with the ability to handle conflict with compassion, grace, and authority.
• A continuous learner with a welcoming attitude, a collaborative work ethic, and a desire to go above and beyond to serve our diverse community.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires the frequent exertion of up to 25 pounds of force. Work regularly requires speaking or hearing and using hands to finger, handle, or feel. Work frequently requires walking, sitting, reaching with hands and arms, lifting, and repetitive motions. Work occasionally requires standing, stooping, kneeling, crouching or crawling, and pushing or pulling. This position requires close vision. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels. Work requires preparing or analyzing written or computer data, visual inspection involving small defects and/or parts, operating machines, operating motor vehicles or equipment, and observing general surroundings and activities. Work occasionally requires exposure to outdoor weather conditions. Work is generally in a moderately noisy location (e.g. business office, light traffic).

EQUAL EMPLOYMENT OPPORTUNITY

Equal Employment Opportunity (EEO) has been and will continue to be a fundamental principle at the Library. Employees are hired on the basis of their qualifications, without regard to color, race, religion, sex, sexual orientation, gender identification, gender presentation, age, national origin, or disability or other status protected by law or the
Library’s policy. Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination, and all other terms and conditions of employment.

EVPL conducts background checks as part of its pre-employment screening process and follow all EEOC and FCRA regulations regarding the use of criminal records in the hiring process.