

ADVERTISEMENT

ASSISTANT LIBRARY MANAGER

The City of Chandler, Arizona, is seeking an experienced Assistant Library Manager who will perform a variety of duties designed to assist in planning, organizing, and directing citywide library services, acting in place of the Library Manager as needed. The Assistant Library Manager will be responsible for the overall management of public service functions including education services, youth services, circulation, and development for branch services, or for technical services, depending on assignment.

The Chandler Public Library system strives to assist all citizens in obtaining information to meet their diverse personal, educational and professional needs. With four locations, library users have the opportunity to meet and interact with others, or sit quietly and read in an approachable and inviting environment, with high-speed access to the digital world. Chandler Public Library provides a variety of resources, in a variety of formats, so library users of all ages can explore topics of personal interest and continue to learn throughout their lives. The libraries serve as learning, educational and cultural centers for the community and promote the development of appreciation for reading and learning.

Chandler, Arizona, is located in the southeast portion of the Phoenix metropolitan area. Chandler is a progressive, cutting-edge City where entrepreneurial spirit and hometown traditions create a vibrant, diverse community with a population of 251,664. Chandler has a mixture of diversified industries and quality retail establishments, along with a strong, high tech employment base, such as Intel and Microchip. Chandler also provides a variety of recreational and cultural amenities such as The Chandler Center for the Arts, Vision Gallery, Chandler Museum, and 64 developed parks and aquatic facilities.

The Assistant Library Manager is responsible for:

- Managing the computer operations and supervises the technical services sections of the library;
- Researching and recommending the acquisition of software and hardware in support of library operations;
- Developing technology plans in accordance with the Library Strategic plan and City information Technology guidelines and standards;
- Developing and maintaining procedures for the security of library information systems and data; will provide training opportunities with emphasis on technology.

Minimum Job Requirements:

- Master's Degree in Library Science or a related degree;
- Five (5) years supervisory experience in a library setting; and
- Valid Arizona Driver's License with acceptable driving record; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Desired Qualifications:

- Experience in a public library;
- Experience administering enterprise-level computer software, including integrated library system software;

- Experience preparing and administering budgets;
- Experience writing and administering grants, including e-rate applications and awards.

The salary range for this position is **\$70,621 - \$98,870**. The City of Chandler offers an excellent benefits package.

To be considered for this vacancy, please visit: www.chandleraz.gov and complete a City of Chandler online application by **April 16, 2017**.

The City of Chandler is an equal employment opportunity and reasonable accommodation employer.