

Position Opening—Full-Time Assistant Director

The Muhlenberg Community Library is seeking an enthusiastic and friendly Assistant Director to assist in the supervision of the day-to-day operations of the library, working closely with and under the guidance of the Library Director.

The ideal candidate for this position works well in a team-oriented environment, enjoys working with people of all ages, possesses excellent oral and written communication skills, and is able to effectively manage multiple concurrent projects and duties. Candidate should possess excellent people, marketing, and technology skills with a passion for customer service.

Bachelor's Degree required. Master's Degree in Library Science or secondary, related field preferred. Two (2) years of public library experience preferred with a minimum of one (1) year in a supervisory capacity.

Salary range starts at \$30,000 and is commensurate based on experience and qualifications.

The following three clearances are required prior to start date: PA Child Abuse Clearance, PA Criminal Record Check and FBI Criminal Background Check.

Please email a cover letter, resume, & the names/contact information for three professional references to:

Melissa Adams, Library Director
Muhlenberg Community Library
3612 Kutztown Rd.
Laureldale, Pa. 19605
muhlenbergcl@berks.lib.pa.us

Applications will be accepted until July 8, 2019 or until the position is successfully filled. For more information, including a Job Description, please visit the About Us page of our website:

<https://www.berkslibraries.org/branch/muhlenberg/about-us>

Muhlenberg Community Library is an Equal Opportunity Employer.

