

**Position Overview:**

The Reading Public Library seeks an Assistant Director to assist the Executive Director in managing the administrative and operational function of the Library. The individual provides direction and guidance to other Librarians on operational and customer service matters at all four (4) Library branches. They also coordinates programming for adults, teens, and children including planning, implementation, and advertising; supervises staff and volunteers; coordinates outreach programming and promotes library services and activities in the community; and works closely with Department Supervisors on staff training and promotes training with other Berks County libraries.

**Salary and Requirements:**

Salary DOQ and includes an attractive benefit package. A Master's Degree in Library Science or Information Science from an ALA accredited library school plus three (3) years of library or equivalent experience, including 2 years at a supervisory level are required. The PA Child Abuse Clearance, PA Criminal Record Check, FBI Criminal Background Check, and Mandated Reporting Training for Child Abuse are also required.

**How to Apply:**

Qualified, interested candidates **must submit an application and current resume** at [www.readingpa.gov](http://www.readingpa.gov). Questions can be emailed to [jobs@readingpa.gov](mailto:jobs@readingpa.gov).

Full Job Description: [Assistant Director \(readingpa.gov\)](http://www.readingpa.gov)