

## Make a Difference in Your Community

**Ready to make a difference in your community? Join our team as the Assistant Director – Program Coordinator at the Sherman & Ruth Weiss Community Library! Are you creative, energetic and a team player?** Then you can assist the Library Director in delivering library services to the Hayward community and all library patrons that support the Sherman & Ruth Weiss Community Library mission as set by the Library Board of Trustees. Use positive communication skills that foster productive working relationships with both the staff and the public. Assist Director in designing and implementing programs for the library. Create and analyze reports on services offered to the public. Assist in the onboarding and training of new library staff. Oversee library operation in Director's absence. Perform other duties as assigned by the Library Director.

**Job Type:** Full Time- 40 hours per week; ability to work a flexible schedule is a must, as some programs occur during evening and weekend hours. Wage range of \$36,000 - \$40,000.

### Essential Duties:

- Assist in planning library services and implementing strategic goals.
- Create and analyze reports on programs and services.
- Oversee library operations in the Director's absence and assist in staff onboarding and training.
- Manage library technology, including:
  - Integrated Library System (e.g., Sierra)
  - Wireless access and PC troubleshooting
  - Website and social media updates
- Assist Library Director in maintaining building facilities, including HVAC and security systems.

### Additional Responsibilities:

- Provide exceptional customer service and promote library programs.
- Collaborate with community groups and provide outreach services.
- Assist patrons with reference questions and technology issues.
- Supervise library staff and volunteers, manage scheduling, and compile service statistics.
- Ensure compliance with library policies and maintain confidentiality.

### Qualifications:

- College diploma or 2 years of relevant experience.
- Strong communication skills and a positive public service attitude.
- Proficiency in computer operations and ability to teach basic skills.
- Knowledge of library operations and collection management.
- Ability to manage multiple priorities and work under pressure.
- Commitment to ongoing professional development.

### Physical Requirements:

- Ability to perform various physical tasks, including lifting up to 30 pounds.

**Please Contact Us:** If you are ready to make a difference in your community, please email your resume, cover letter, and references to [hlibrary@hayward.wislib.org](mailto:hlibrary@hayward.wislib.org) or mail them to the Sherman & Ruth Weiss Community Library, 10788 State Hwy 27/77, PO Box 917, Hayward, Wisconsin 54843. Applications will be accepted for the position through November 8, 2024, or until the position is filled.