



Job Title:	Assistant Library Director	
Salary:	DOQ	
Department:	Library	10/25/2016

**JOB SUMMARY:**

The Assistant Library Director works closely with the Library Director and is responsible for coordinating and supervising day-to-day operations of all library departments and technology services. The Assistant Library Director is also responsible for facilities and other administrative duties. The incumbent exercises independent judgment and initiative in representing the Director in his/her absence. This position requires driving personal vehicle for City business. Work is performed under the general direction of the Library Director.

**QUALIFICATIONS:**

- Knowledge of the principles and practices of library administration.
- Knowledge of Community needs and interest in library services and methods for determining and meeting such needs.
- Grant writing and marketing experience preferred.
- Master's degree in Library Science and one to three years related library experience or equivalent combination of education and experience.
- Valid Texas Driver's License.

**PHYSICAL REQUIREMENTS:**

The employee is regularly required to sit for extended periods, and use hands and fingers. The employee must occasionally lift and/or move up to 20 pounds.

**Applicant must successfully pass a pre-employment Drug and Alcohol screening and Background check prior to employment by City of Harlingen.**

**BENEFITS:** The City offers excellent benefits including paid holidays, vacation, sick leave, health and life insurance, a retirement system and optional deferred compensation programs.

**TO APPLY:** Applications are available at City of Harlingen Human Resources Department, 118 E. Tyler, Harlingen, Texas 78550; City Website: [www.myharlingen.us](http://www.myharlingen.us)

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