

ASSISTANT DIRECTOR

The Cheltenham Township Library System, located just outside the Philadelphia city limits, seeks a dynamic, innovative librarian to fill the role of Assistant Director. The ideal candidate will be self-directed, community-minded and motivated to implement the system's recent strategic plan. The Assistant Director, under the direction of the Executive Director, with latitude for independent judgment and decision making, provides leadership and is responsible for certain aspects of the administration of the library system. This is a high-level administrative position which oversees and holds significant responsibility for several units of library support operations and public services staff. The Assistant Director is an integral part of the leadership team. The position requires evening, weekend, and on-call hours as needed.

CTLS is proud to be an equal opportunity employer and is committed to providing equal opportunity for all employees and applicants. CTLS recruits, hires, trains, promotes, compensates, and administers all personnel actions without regard to race, color, religion, sex, gender, gender identity, gender expression, national origin, age, mental or physical disability, ancestry, medical condition, marital status, military or veteran status, sexual orientation, or any other status protected by applicable law.

MINIMUM QUALIFICATIONS

- Master's degree in Library Information and Science from an ALA accredited institution.
- Five to seven years' increasingly responsible experience in a public library.
- Three to five years' direct supervisory experience overseeing staff who provide customer service.
- Understanding and experience with public library finances.
- Understanding and experience with personnel benefits.
- Experience with vendors, contractors, and other service providers.

SALARY

The minimum starting salary is \$70,000 commensurate with experience and qualifications, plus a full benefits package and generous leave time.

HOW TO APPLY

- For a full job description and fillable application, applicants should visit our website at <https://cheltenhamlibraries.org/about-us/job-opportunities/>
- Applicants should email a resume and cover letter in PDF format, along with the completed application to ctlssoffasst@mclinc.org
- Interviews will begin May 1 and continue until the position is filled.