



Associate Director

Portland Public Library (PPL) is currently seeking an Associate Director, as part of the Library's administration department and member of PPL's senior leadership team. Reporting to the Executive Director, the Associate Director will be a critical leader for Library staff and will help deepen relationships with our non-profit and municipal partners; lead and supervise the Adult Services Director, Youth Services Director, Access Services Director, Annex and Bookmobile Manager, and the Branch Managers; and serve as the de facto manager of the Downtown location.

The Associate Director will be deeply involved in complex decision making, working integrally with PPL's senior leadership, internal and external library colleagues, and designated Trustee committees. The Associate Director will actively represent PPL in statewide collaborative conversations and pursuits. The position serves as an advocate for services and operations, provides support to the Board of Trustees' Planning Committee, and is in the first position to lead the Library in the absence of the Executive Director.

This is a Full-time, salaried, **40 hours per week** onsite position, normally scheduled for Monday through Friday. This position is non-union.

Nature & Scope

This position:

- Provides leadership to plan and implement library services, pursues new initiatives, manages collections, develops policy and process, achieves goals, and assesses service quality. Partners with Executive Director to develop library vision and strategy, and leads development of Library's physical and digital engagement with the community.
- Provides decisive leadership and thoughtful coaching and guidance to staff as they implement strategic initiatives. Must possess a collaborative leadership style and be an inspiration and resource to library colleagues.
- Fosters an empowered and collaborative work environment and healthy organizational culture. Detailed knowledge of project management including the ability to estimate the scope and complete projects within a set time frame and budget.
- Acts as the liaison between senior leadership and branch library staff.
- Maintains a regular presence in all physical library locations to be available and approachable to library staff and be familiar with local community needs.
- Researches and incorporates library trends and innovations and encourages rethinking library practices and services among library staff.
- Creates opportunities to further diversity, equity, and inclusion in all aspects of the library.
- Develops and implements effective collection management guidelines.
- Leverages statewide collaborative opportunities.
- Is committed to providing exceptional customer service within a diverse community.
- Is first to assume Executive Director duties in the absence of the Executive Director.

Qualifications

- Must have a strong analytical acumen and a keen understanding of and interest in current and emerging library trends and best practices coupled with the ability to articulate PPL's business priorities and key services. Knowledge of and enthusiasm for developing alternative service models to best serve patron needs.
- Must possess broad and deep knowledge of library organizational practices including the library's physical and digital spaces, programming and outreach into the community, customer service, and the prudent and creative deployment of resources and technology.
- Possesses an excellent grasp of information technologies and their application.
- Must possess excellent organizational and time management skills in order to handle multiple and sometimes conflicting tasks.
- Must be able to work with minimal supervision regarding time management and have the ability to consistently make sound, ethical decisions in emergency situations.
- Demonstrated ability to make accurate assessments while establishing and maintaining effective working relationships within the organization.

Education & Experience

MLS in Library and Information Services from an ALA-accredited institution or equivalent is required.

Minimum of five years of progressively responsible leadership in library services and related areas preferably in a culturally diverse, urban environment. Desired experience also includes:

- Developing relationships and working as a liaison to community and supporting groups and municipal partners, developing and fostering a positive, welcoming, and collaborative workplace culture, and implementing DE&I initiatives.
- Using technology, managing databases, and everyday computing as well as public speaking and presentation skills.
- Knowledge of advancement/development practices and grant management.

Work Environment and Physical Demands

Prolonged periods sitting at a desk and working on a computer.

Must be able to lift up to 30 pounds at times.

Compensation & Benefits

Hours & Pay: This is a full-time, **40 hours per week** onsite position, normally scheduled for Monday through Friday. Pay commensurate with experience.

Benefits & Other Details: Excellent benefits package includes health, dental, and vision insurance (among other voluntary benefits), retirement options (in lieu of Social Security), and paid leave. This position is non-union.

How to Apply

To apply, please send your resume, letter of interest, and three professional references via email at careers@portlib.org. Mailed applications can be sent to: Human Resources, Portland Public Library, 5 Monument Square, Portland, ME 04101.

For more information about PPL and a copy of the full Job Description for the position, visit www.portlandlibrary.com/employment/

About PPL - Core Values

Portland Public Library is an equal-opportunity employer dedicated to creating a culture that fosters continuous staff development and engagement to reflect the learning role we play for our patrons. We value self-directed growth as well as sharing knowledge and experience, working collaboratively, and communicating openly.

PPL promotes professional engagement with colleagues, with community efforts, and with others in the library field. Every employee of the Portland Public Library strives to offer the highest quality service – externally to library patrons and internally to colleagues.

We are committed to hiring and maintaining a diverse workforce of highly qualified staff to broaden perspectives, promote equity and inclusion, and connect to the breadth of our community. Applicants with racially, ethnically, or culturally diverse identities or backgrounds are encouraged to apply.