

Tre Hargett, Secretary of State

State of Tennessee



Division of Human Resources and Organizational Development

312 Rosa L. Parks Avenue, 7th Floor

Nashville, Tennessee 37243-1102

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Tennessee Relay Center TDD

1-800-848-0298/Voice 1-800-848-0299

JOB ANNOUNCEMENT

Assistant Regional Library Director **Tennessee Department of State** **Tennessee State Library and Archives**

Location of Position: Hatchie River Regional Library, Jackson, TN

Mission

The mission of the Office of the Secretary of State is to exceed the expectations of our customers, the taxpayers, by operating at the highest levels of accuracy, cost-effectiveness, and accountability in a customer-centered environment.

Supervisor: Regional Director

Summary: An employee in this classification performs professional and technical library work in a variety of assignments. The assistant director is responsible for knowing the libraries in his/her region, developing an intimate understanding of their history, programs and services, goals, strengths and weaknesses. The assistant director is expected to develop strong business relationships with key personnel at each local library, to be accessible, and to provide guidance and advice to board members and library managers. The assistant director assists library boards in policy development and planning; works with local government officials and local library support groups to promote advocacy and awareness; and aids local library directors and staff by providing training, assistance and advice in all areas of public library service. The assistant director also assists libraries in the region with applying for grants and by serving as a technical advisor for issues related to use of technology in libraries. The employee will be expected to travel throughout the region and to attend meetings and training programs at the State Library and Archives in Nashville or in other areas of the state.

Duties/Responsibilities

- Assist public library directors and staff by providing training, assistance and guidance in areas including planning, budgeting, supervision, technology, collection development, resource sharing, service improvements, data collection and statistical analysis.
- Attend local library board meetings to ascertain and assist with library policy, planning and development.
- Plan and present group and one-on-one training for library services.
- Provide assistance with grant preparation and monitoring.
- Serve as technical advisor and consultant to the libraries in the region which may include assistance with E-Rate, maintaining websites, hardware and software purchases and technical planning..

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- Assist with development of library promotional materials.
- Work with library support groups providing advocacy and awareness.
- Contribute to reports for local libraries, the regional board, and the State Library and Archives.
- Attend mandatory meetings and training sessions which may require overnight travel.
- Perform other duties as assigned.

Minimum Qualifications

Education and Experience

- MLS required, or equivalent public library experience.

Knowledge and Abilities

- Demonstrates excellent oral and written communication skills.
- Possesses intermediate to advanced skills in computer operations.
- Has thorough knowledge of current public library practices and trends, including modern library technology.
- Has working knowledge of online library management systems.
- Strong organizational skills, including the ability to establish priorities, follow project timelines and meet project deadlines.
- Has demonstrated skills in public speaking.
- Understands the requirements of adult education and has the ability to plan and present effective library in-service training and continuing education programs.
- Must be willing and able to work a flexible schedule and travel independently throughout the region and the state.
- Requires normal visual acuity and field of vision, hearing, and speaking.
- Must possess a good driving record and valid driver's license.
- Must exhibit the ability to be a positive influence within the region and while representing the region.
- Ability to work collegially as part of a team.

Physical Requirements

- Good hearing, vision and manual dexterity.
- Ability to move and lift materials of 35 pounds.
- Ability to stoop, bend and lift to file and retrieve materials.
- Ability to work in an environment with books that contain dust and other allergens.

Health, safety and collections security

- Assist the organization in creating a safe and healthy working environment by working safely with the equipment provided.

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- Follow instructions given for health and safety purposes and immediately report any unsafe working practices or hazardous working conditions.
- Take whatever measures are necessary to protect materials, property, and/or the collections from loss, mutilation or theft.

Salary: \$3,334.00 per month plus State of Tennessee benefits package.

To apply, please email your letter of interest and resume to the Division of Human Resources & Organizational Development, sos.hr@tn.gov or mail to the above address. Review of applications begins immediately and will continue until the position is filled.

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The Department of State is an equal opportunity, equal access employer.