

Tennessee Secretary of State
Tre Hargett



Division of Human Resources and Organizational Development
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Ashley Bowers
Director

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Assistant Director, Library for Accessible Books and Media (LABM)
Tennessee Department of State
Tennessee State Library & Archives

Supervisor: Director of Library for Accessible Books and Media

Duties/Responsibilities:

- Provide direct supervision for reader advisory and outreach staff (currently 5 full-time positions); provide direct supervision for all LABM employees in director's absence. Assist with all aspects of management of direct reports, including performance monitoring, coaching, and evaluations.
- Supervise interactions with patrons and caretakers by phone, email, fax, and in person.
- Assist in development of library programs, including those that support braille literacy using the Literacy Engagement Center.
- Assist in planning and developing library outreach.
- Assist in administration of BARD (Braille and Audio Reading Download) program.
- Coordinate tasks with one or more volunteers in a manner that makes optimal use of everyone's time.
- Oversee patron database management tasks, including individual record cleanup, monthly usage file import, and annual record purge.
- Perform item record cleanup through the catalog.
- Assist in managing LABM's integrated library system and serve as liaison with the system's vendor.
- Maintain statistics on all data points required for routine reporting and for ad hoc service assessments.
- Assist the Tennessee Regional Library System with implementation of programs for individuals who have a print disability.
- Perform other duties as required.

Minimum Qualifications:

Education and Experience:

- Experience equivalent to two years of professional library work with progressive supervisory tasks.
- Master's degree in Library Science or Information Science from an ALA accredited school.
- Strong knowledge of changing technologies, particularly with regard to accessibility.
- Knowledge and experience with cataloging using descriptive cataloging rules (AACR2), LC classification, and LC subject headings.

- Advanced knowledge of acquisitions and standard processing of library materials.
- Advanced knowledge of standard principles, practices, methods, and techniques of professional library work.

Knowledge and Abilities:

- Ability to adapt and work effectively in a dynamic and increasingly automated environment.
- Interpersonal skills to work within the structure of state government and represent TSLA and its programs.
- Knowledge in program development, library administration, and computer technology with regard to service to individuals who have a print disability.
- Commitment to providing excellent customer service.
- Ability to perform high volume, repetitive tasks accurately and with close attention to detail.
- Ability to plan and organize tasks in order to complete assigned duties in a timely manner, including the delegation of work.
- Ability to be a positive influence within the section and building.
- Excellent verbal and written communication skills.
- Ability to organize and maintain paper and electronic records.
- Ability to maintain confidentiality of patron files.

Physical Requirements:

- Ability to lift a minimum of twenty (30) pounds and move loaded book trucks (about 180 books).
- Ability to bend and lift materials onto stacks both in high and low positions.
- Ability to work in a book stack environment with materials that contain dust and other allergens.
- Ability to read and assimilate multi-digit numbers, including performing detailed data entry accurately and efficiently.
- Ability to use job-related software effectively.
- Ability to simultaneously use telephone and computer system for extended periods of time.
- Ability to stand or sit for long periods of time.

Health, safety, and collections security:

- Oversee departmental safety practices and procedures, including Fire Warden duties.
- Assist the organization in creating a safe and healthy working environment by working safely with the equipment provided.
- 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: \$60,000 annually plus State of Tennessee benefits package.

To apply: Please email your resume to Division of Human Resources & Organizational Development, sos.hr@tn.gov Please include the job you are applying for in the subject line.