



Pinedale Library
P.O. Box 489
155 S. Tyler
Pinedale, WY 82471
(307) 367-4114
FAX (307) 367-6722

Big Piney Library
P.O. Box 768
Big Piney, WY 83113
(307) 276-3515
FAX (307) 276-3516
www.sublettecountylibrary.org

FACT SHEET FOR ASSISTANT DIRECTOR

Selection Process

The application deadline is June 17th, 2018. Evaluation of applications will begin on May 21st, 2018. All applicants must submit an email with cover letter, resume and three references attached to Sukey Hohl, Executive Director, Sublette County Libraries, shohl@sublettecountylibrary.org. Please put "Assistant Library Director" in the subject line.

JOB SUMMARY

Job title: Assistant Director

Reports to: Executive Director

Office location: The Pinedale Library (155 S. Tyler Ave., Pinedale, Wyoming)

Rate of pay: \$62,000 *per annum*.

Benefits Package: Paid holidays, health insurance with Wyoming Blue Cross/Blue Shield and Health Savings Account, retirement, vacation and sick leave.

Hours: Full-time, 35 hours, 4 day work week, varied schedule.

Summary

Assists the Executive Director with overall supervision and management of the Sublette County Library system in the areas of strategic planning, library policy, hiring, annual budget, marketing, programming, collection development, and technology.

Minimum Education, Training and Experience Required

Education: Requires a Master's Degree in Library Science (MLS) or Master's Degree in Library and Information Science (MLIS) from an ALA accredited institution.

Experience: Requires five years increasingly responsible experience in a public library setting.

Schedule

Must be willing to work a varied schedule which will include nights, weekends and holidays. The schedule is subject to change based on the needs of the library.