

The Nevada Public Library is seeking a talented, innovative, and forward-thinking Librarian to fill the position of Assistant Director. The position reports to the Director and must be able to perform a multitude of library tasks. In the absence of the Library Director, the Assistant Director assumes the responsibility of library operations.

Primary duties include implementing adult programming, creating library marketing, managing library collections, supervising student clerks, and coordinating volunteers. As part of the admin team, the Assistant Director is also closely involved with shaping library policies, procedures, and strategic planning. This position involves substantial contact with the community, so excellent communication and customer service skills are necessary. The Assistant Director should be comfortable with technology and familiar with a wide range of programs, apps, websites, and devices in order to assist patrons and to perform job-related duties.

The Nevada Public Library serves an ever growing and diverse mix of individuals, including numerous residents of rural Story County and surrounding cities. The library building was renovated and expanded in 2013, with great support from the community, increasing from 11,000 sq. feet to 17,000 sq. feet.

Nevada offers the best in small-town living to all who treasure its “hometown” charm. Located less than 7 miles east of I-35 on Highway 30, Nevada boasts a thriving educational system, friendly neighborhoods, and plenty of recreational activities. Add in Nevada’s proximity to Ames, Ankeny, and Des Moines, and our residents are able to participate in all the events and activities of a larger urban setting while still living the small-town Iowa life!

Minimum Education or Experience Required

Four to five years related experience and/or training, or bachelor’s degree from a four-year college or university; or equivalent combination of education and experience. Library experience.

Preferred Education or Experience Required

Five to six years related experience and/or training, or bachelor’s degree from a four-year college or university and one to two years related experience and/or training; or equivalent combination of education and experience. Master’s degree in Library Science preferred.

Other Requirements – Certificates/Licensures

Attends and completes training to meet State Library of Iowa Public Library Staff Certification.

Hours and Pay: 40 hours per week. Schedule will include opening, closing, and weekend shifts, with off-hours programming needs as necessary. \$26.47-\$35.29 per hour based on qualifications. The position earns sick, vacation, and holiday leave. It is eligible for benefits as laid out in the full job description.

TO APPLY: Review the full [job description](#) and [benefit list](#). Submit [City of Nevada application](#) and send resume and cover letter to npl@nevada.lib.ia.us. Post-offer physical, drug screen and background screen required. EOE. Position will remain open until filled.