

## NOW HIRING – POSITION ANNOUNCEMENT

<b>POSITION:</b>	Assistant Library Director
<b>HOURS:</b>	Permanent Full Time
<b>BENEFITS:</b>	Sick Leave, Vacation, Paid Holidays, PERs Retirement Plan, Health, Dental, Vision and Life Insurance, Virtual EAP, Aflac
<b>WAGE:</b>	Starting minimum \$24.25 per hour, wage dependent on qualifications
<b>FIRST REVIEW:</b>	September 24 <sup>th</sup> - Open until filled
<b>START DATE:</b>	Prefer by October 27 <sup>th</sup> upon successful completion of full background check

**Visit our website for full job description & application: [www.northlakecountylibrary.org/job-openings](http://www.northlakecountylibrary.org/job-openings)**

### APPLICANT MUST SUBMIT:

- ✓ North Lake County Public Library District Application
- ✓ Cover Letter (print or video)
- ✓ Current Résumé



### SUMMARY:

Do you enjoy both creative and analytical work? Do you have a background in library services, management, human resources, education, business or public administration? Is providing excellent customer service a priority for you? Do you want to work with amazing people in a beautiful space? Then apply!

This is a rare opportunity to join an amazing group of people as the Assistant Library Director at the North Lake County Public Library District in Polson, MT. We are seeking a self-motivated, highly trustworthy and dependable individual with a relevant background to join our team as our Assistant Library Director. The primary responsibility of this position is assisting the Library Director in the management, supervision, and administration of the library. In addition, the Assistant Library Director serves as the administrative manager for the Volunteer Program, Programming and Building Operations, and has in-charge duties in the absence of the Library Director.

### DESIRED EDUCATION, SKILLS & ABILITIES:

- Bachelor's degree or higher in a relevant field and at least 2 years of upper management, administration and supervisory work experience; or a combination of education and experience. We want the right person for the job, so if you're not sure, apply.
- Event or program planning experience
- Cash handling skills
- Organizational skills
- Adaptability to cover various library roles as necessary
- Successful completion of a criminal, motor vehicle and personal background check
- Successful completion of skills testing prior to hire

### RETURN COMPLETED PACKETS TO:

North Lake County Public Library District c/o Director  
102 1<sup>st</sup> St. E. Polson, MT 59860  
or email to: [director@northlakecountylibrary.org](mailto:director@northlakecountylibrary.org)



POLSON LIBRARY  
NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT

# NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT

## JOB DESCRIPTION

**Position Title:** Assistant Library Director *(September 2025)*

**Reports To:** Library Director

**General Summary:** The primary responsibility of this position is assisting the Library Director in the management, supervision, and administration of the library. In addition, the Assistant Library Director serves as the administrative manager for the Volunteer Program, Programming and Building Operations, and has in-charge duties in the absence of the Library Director. This position reports to and performs work under the direction of the Library Director.

**Key Responsibilities:** *(The following are intended to illustrate typical duties and are not meant to be all-inclusive or restrictive.)*

- Assist the Library Director in the overall management of library operations, staff and services.
- Serve as the Library Director in their absence, ensuring continuity of operations and services.
- Assist in the development and execution of library policies and procedures.
- Assist Library Director in preparation of Board of Trustees meetings and workshops.
- Take minutes of Board of Trustees meetings and workshops and other meetings as directed.
- Participate in long-term planning for library services and assist the Library Director in meeting goals of the strategic plan.
- Assist Library Director with completion of required State Library reporting.
- Ensure the library complies with all local, state, and federal regulations related to library operations, including copyright, privacy, and accessibility law.
- Rotate duties reviewing and approving time cards, inputting payroll information in Black Mountain Software, processing payroll files through online banking, and paying liabilities on time.
- Exhibit accurate cash handling abilities and perform banking duties.
- Assist Library Director with payment of invoices and various minor accounting functions, such as managing petty cash.
- Manage the Volunteer Program and supervise volunteers. Create and evaluate volunteer positions, position descriptions, scheduling and volunteers.
- Assist Library Director with onboarding of staff including paperwork packet completion and training.
- Assist Library Director with posting open positions, hiring and firing, performance evaluations and disciplinary actions.
- Assist with the weekly staff schedule ensuring sufficient coverage in all areas and approve basic time off requests.
- Work with all staff to create, approve and organize programs for all ages. Arrange author visits, grant programs and Montana State Library sponsored programs, and complete reporting as required.
- Assist Library Director in creating and implementing a Library Marketing Plan and creating publicity.
- Assist Library Director with grant writing and reporting.
- Assist in the scheduling of the Library Community Room, ensuring all documents and payments are received and usage falls within policy.
- Proctor students as requested based on Library policy, communicating with professors and supplying necessary documents.
- Attend Friends of the Library and North Lake County Library Foundation meetings in the Director's absence or at their direction.
- Work with vendors to maintain the building. Ensure that vendors have all necessary paperwork on file prior to start of work. Communicate with janitor on needs, issues, and scheduling.
- Provide exceptional customer service to library patrons, addressing inquiries, resolving issues, and supporting patrons in using library resources effectively.

- Cover various library roles as necessary.
- Other duties as required or assigned.

### **Job Requirements:**

#### **Knowledge, Skills, and Abilities**

- Establish and maintain effective working relationships with other employees, trustees, patrons, and community members
- Ability to maintain confidentiality of employee information and meetings
- Trustworthy and reliable
- The ability to work independently
- The ability to mentor staff members and assist where needed
- The ability to deal with patron conflicts as they arise, including contacting authorities when necessary
- Flexibility in scheduling
- Strong attention to detail and accuracy
- Ability to communicate effectively, patiently, and courteously both orally and in writing
- Ability to show thorough knowledge of grammar, spelling, punctuation and composition
- Ability to handle multiple activities or interruptions at once and to work positively and effectively within a team model
- Ability to use computers and associated software with experience in Microsoft and Google applications
- Knowledge of library services, programs, and available resources
- Ability to interpret and apply procedures and policies of the Library, organize work assignments, recognize priorities, understand and follow written and oral directions
- Exceptional customer service skills
- Ability to be trained in the various technology applications used by library staff and patrons

#### **Supervisory Responsibility**

This position supervises the work of all employees within the Public Library in the absence of or assigned by the Director, which may include developing and assigning workload, hiring, training, disciplinary measures, and mediating conflicts between employees.

#### **Travel**

Travel is primarily local during the business day. Occasional travel may be required to attend off-site training, educational opportunities and meetings.

#### **Confidentiality**

- Abide by Montana Confidentiality and privacy of library records laws
- Abide by the ALA Code of Ethics
- Maintain confidentiality of employee records

#### **Education and Experience**

The above knowledge, skills and abilities are typically acquired through an equivalent combination of education and experience sufficient to perform in this position. We are looking for the right person for the position, so if you feel that that is you but you don't have the education or experience, please feel free to apply!

- Bachelor's Degree required. Advanced degree preferred. Prefer degree in relevant field, such as Library Science, Business Administration, Human Resources, Education, etc.
- At least two years of upper management, administration and supervisory experience.

#### **License and Certification Requirements**

- Must have and maintain a valid Driver's License to drive Library vehicle

- Successfully complete criminal and personal background check
- Obtain and maintain Montana State Library Certification
- Must have and provide evidence of auto liability insurance if a personal vehicle may be used for Library business

### **Physical Demands\***

- Personal contact with the public and other employees is continual, requiring strong communication skills, tactfulness, diplomacy, and good judgment under stressful situations
- Duties are performed in a public space environment with noise levels ranging from quiet to loud
- Must be able to safely operate the library's motor vehicle for both short trips as well as longer travel out of the City, if required
- Must be able to work on your feet, walk, talk, and hear
- Must be able to use hands to finger, handle, feel or operate objects, tools or controls
- Must be able to reach overhead with hands and arms
- Must be able to climb, balance, bend, kneel, crouch, or crawl
- Must be able to tolerate all types of dust
- Must be able to lift and/or move up to 50 pounds
- Must possess close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus
- Must be able to tolerate standing for a prolonged period of time

\*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**Background Check:** Criminal and motor vehicle background check will be required.

**Expected Hours of Work:** The typical schedule is 40 hours, 5-days per week. Flexibility in schedule is important to cover staffing issues or for programs. This position is a non-exempt position and eligible for overtime, however overtime is rare, should not be expected, and must be pre-approved by the Director.

**Benefits and Wages:** Health, Dental, Vision and Life Insurance are provided by the Library District, as well as a contribution to a Health Savings Account. Retirement benefits are provided through the Montana Public Employee Retirement System (PERS). A Virtual Employee Assistance Program is offered to all employees. Aflac is available through payroll deduction. Also included are paid vacation, sick and holidays. Minimum starting wage for this position is \$24.25 per hour but may be higher based on qualifications. Stepped increases occur at 6 months, 12 months and annually after that.

### **Disclaimers**

The position descriptions above are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all working conditions, responsibilities, duties and skills required. Individuals may perform other duties as assigned including work in other functional areas to cover absences or provide relief, to equalize peak work periods or, otherwise, to balance the workload. Management reserves the right to assign or reassign duties and responsibilities to this position at any time. Hours, duties and working conditions may be altered under extenuating circumstances. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job. The Library is an Equal Opportunity Employer. Hiring and employment practices are done without regard to race, color, national origin, age, physical or mental disability, marital status, pregnancy, religion, creed, sex, sexual orientation, political beliefs, genetic information, veteran's status or vaccinated status.



# Employment Application

## North Lake County Public Library

102 1<sup>st</sup> St. E.  
Polson, MT 59860  
(P) 406.883.8225 (F) 406.883.8239  
[director@northlakecountylibrary.org](mailto:director@northlakecountylibrary.org)  
[www.northlakecountylibrary.org](http://www.northlakecountylibrary.org)

Please complete this application by typing or printing in ink. Incomplete or unsigned applications will not be considered. This application is not intended to and does not create a contract or offer of employment. A completed application will be kept on file for 3 months.

Job Title \_\_\_\_\_

How did you hear about this job? \_\_\_\_\_

### **Personal Information**

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Valid Driver's License? \_\_\_\_\_ Reliable Transportation? \_\_\_\_\_ Date available: \_\_\_\_\_

Are you a Veteran of Military Service? (yes or no) \_\_\_\_\_ Legally eligible for employment in the U.S.? \_\_\_\_\_

### **Education**

High School Diploma or GED? (yes or no) \_\_\_\_\_ High School: \_\_\_\_\_

Highest Post-Secondary Degree? AA BA MA Ph. D.

College or University Attended: \_\_\_\_\_

Years Completed: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

### **Work Experience** *List most recent work here. Include other experience on your resume.*

Company Name: \_\_\_\_\_ Immediate Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Job Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Generally, what do you do there?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates: From \_\_\_\_\_ to \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

## **Additional Information**

Volunteer work:

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Licenses and Certificates

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Memberships, Special Skills, Hobbies, etc.

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## **References** *(do not include immediate family – spouse, child, parent, grandparent, sibling)*

**Please provide names, phone numbers and/or email addresses for at least three personal or professional references on your resume.**

The position you are applying for may require skills assessments which will be assigned after the review process. The position may also require a background check if you are selected as the successful candidate. All positions have a 12 month probationary period.

The information you provide on your application packet is subject to verification. Falsifications or misrepresentations may disqualify you from consideration for employment or, if hired, may be grounds for termination at a later date. Do you want to be informed before we contact your present employer?

\_\_\_\_ yes \_\_\_\_ no

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

With my signature above (typed or written), I certify that all information on this and all attached pages is true, correct, and complete to the best of my knowledge and contains no willful falsification or misrepresentations. I authorize all former employers to release job-related information they may have about me and I release all persons/companies from any liability of responsibility for providing such information.

We are an Equal Opportunity Employer. We do not discriminate in hiring based on state and federally-protected classifications.

Include this application with a copy of your full resume and a written or video cover letter. Full application packets in print may be delivered in person or by mail, or send the packet digitally by email to [director@northlakecountylibrary.org](mailto:director@northlakecountylibrary.org).