

MERIDIAN LIBRARY DISTRICT

ENRICHING LIVES. IGNITING CURIOSITY.
CULTIVATING CONNECTIONS.



Be part of a transformational library committed to connecting the community to new and creative resources in meaningful ways. Meridian Library District serves 95,000 residents through two branches, a bookmobile, an emerging technology branch, and online services.

BENEFITS | FULL-TIME COMPETITIVE BENEFITS PACKAGE

- 100% employer paid health premium for employee only coverage (Health, Dental, and Vision) and low cost rates to add dependents and spouse
- Employer sponsored HRA
- Employee Assistance Program (EAP)
- Group Life and AD&D Insurance
- PERSI Retirement
- Optional 401K and 457b Deferred Compensation
- 20 hours per month accrued Paid Time Off (PTO)
- Continuation of pay for holiday closures

RESPONSIBILITIES

- Plans and oversees all public service elements and day-to day operations for the district
- Acts in place of the Library Director in the Director's absence
- Contributes to the administration of services by assisting with coordinating, overseeing, planning and evaluating major library services, public-facing departments, administrative functions, and library policies.
- Directly supervises Managers of MLD's public-facing department
- Is an effective and active advocate for the library in the media and community
- Oversees and assists with budgets and expenditures, performing planning and evaluation, and conducting studies and reports.

SCHEDULES

- 40 hours per week
- Flexible schedule (mornings, afternoons, nights and weekends)

HIRING RANGE

Hiring rate is:

- \$65,000-\$87,000 annual DOE

LIBRARY POSITION: FULL-TIME ASSISTANT DIRECTOR



A SUCCESSFUL ASSISTANT DIRECTOR:

- Excels at customer service
- Can manage multiple projects
- Has excellent interpersonal skills
- Has good knowledge of modern libraries
- Is a proven leader and successful manager

LEARN MORE: [@MeridianLibrary](http://www.MLD.org/employment)