



Employment Opportunity

Assistant Branch Manager Middendorf-Kredell Branch, O'Fallon, MO

The St. Charles City-County Library is a Kaleidoscope of Discovery! With an operating budget of \$18 million, our twelve library branches are located in some of the fastest growing communities in Missouri, and poised to grow right along with them.

We are seeking applicants for Assistant Branch Manager at the Middendorf-Kredell Branch, one of the busiest branches in our District with more than 1 million items checked out each year. The Assistant Branch Manager works closely with the Branch Manager to oversee daily operations and provide an excellent customer experience. This is achieved by training staff on aspects of quality service and resolving customer service issues, implementing programs and services for customers both inside and outside the branch, ensuring the collection is current and attractive and working with staff at the service desks.

Requirements:

- Ability to organize work, set priorities, use time effectively, and meet deadlines
- Ability to establish and maintain effective relationships at all levels of the District and with the general public
- Ability to lead change with a positive attitude
- Must possess initiative, good judgement, critical thinking, and problem solving skills

A Master's Degree in Library Science from an ALA accredited program is required. Directly related public library experience is preferred.

Schedule:

Tuesday, Wednesday, Thursday, and Friday 8:30am -5:00pm
Monday 1:00pm to close
Saturday and Sunday on rotation schedule

Full job description can be found here: [Assistant Branch Manager](#)

We offer a full benefit package which includes healthcare, vision and dental insurance, retirement plan, deferred compensation (457) plan and generous time off. Starting salary is \$56,404.

For immediate consideration submit cover letter and resume with completed [SCCCL Application](#) to any of the Library Branches, emailed to HR@stchlibrary.org, or mailed to SCCCL, Human Resources, P. O. Box 529, St. Peters, MO 63376 by **Monday, January 14, 2019**

The St. Charles City-County Library is committed to diversity and inclusion. The Library provides equal employment opportunities to all applicants without regard to race, color, religion, sex, gender identity, national origin, sexual orientation, age, disability, or military status.

12/13/18-1/14/19