**Assistant Library Director/Technology Administrator**

The W.J. Niederkorn Library of Port Washington, WI has created a new position to oversee the management and implementation of technological services and training for the public and staff. This full-time position will also help with collections, programming and staff management. Assist the Library Director in budget, policies and procedures development and long range planning.

Knowledge, Skills, and Abilities Required

1. Preference will be given to candidates who have completed an ALA accredited Master’s Degree in Library/Information Services. In addition, a degree or completion of some coursework in information technology, computer science or a related field is desirable.
2. Working knowledge of technology and computer applications in libraries and ability to determine future trends that may be applicable to the users of the library.
3. Excellent interpersonal and communication skills both verbal and written.
4. Knowledge of current library services, materials, practices and patron service.
5. Social media and web development skills.
6. Ability to perform professional supervision and administration as applied to library operations.
7. Love working with and assisting people.

Pay and Benefits:

A competitive yearly salary plus generous benefits.

Please submit a completed job application, letter of interest, and resume by February 21, 2018 to:

Tom J. Carson
Library Director
W.J. Niederkorn Library
316 W. Grand Ave.
Port Washington, WI 53074
[www.wjnlib.org](http://www.wjnlib.org)
tcarson@monarchlibraries.org