

[Henry County Library System](#) is a 5-library system that serves a diverse community of 240,000 in the Southern Crescent area of metropolitan Atlanta. We are accepting applications for the position of Assistant Director for Collection Development. Responsibilities include but are not limited to:

- Selecting materials for the library in all formats including book, periodical, audio, visual, and digital resources for all ages. Conducting ongoing collection analysis to assure that resources are current and in good condition, and that the collection in all formats represents the richness and diversity of our community.
- Coordinating reference/information services and staff training in reference and reader services.
- Participating in development of system's annual budget, administrative decision-making and goal setting for the system.
- Attending professional meetings and those which promote the visibility and participation of the library system in the community; making presentations to the Director, Library Board of Trustees, and other government and civic groups.
- Evaluating product vendors, comparing quotes and product features, and negotiating contracts.
- Participating in professional development opportunities; some travel required.

Requirements:

- MLIS from an ALA-accredited institution.
- GA Librarian License Grade 5b or higher, or ability to obtain upon hire.
- Five years supervisory or administrative experience in public libraries.
- Two years customer service experience in a public library setting.
- A combination of education and experience that provides the required knowledge and skills may be considered.

Preferred skills/knowledge:

- Knowledge of current trends in publishing and information delivery.
- Understanding of the public library's role in supporting information literacy and intellectual freedom.
- Knowledge of current and forecasted developments in digital media.
- Experience evaluating library products, soliciting and comparing bids, and negotiating contracts.
- A successful track record with grant writing.

Position open until filled. Salaried (exempt) position; starting salary \$50,000-\$55,000 depending on qualifications. Interested candidates should submit a cover letter and resume to:

Kathryn E. Pillatzki, Director

Henry County Library System

1001 Florence McGarity Blvd.

McDonough, GA 30252

or by email to kathy.pillatzki@henrylibraries.org