



Assistant Library Director City of Leon Valley

Under the direction of the Library Director. The Assistant Library Director assists in managing, supervising, and administrating library services and operations, coordinating library programs and events, and managing outreach programs of the City of Leon Public Library; and does other related work as required.

REQUIREMENTS:

- Master's Degree in Library Science, accredited by the American Library Association.
- Proficient in Microsoft Office Word, Excel, Power Point, Outlook, Social Media Communications, Internet Navigation.
- Must be able to work evenings, weekends and holidays as needed.
- Must have a Valid Texas Driver's License.
- Must be bondable under employee blanket bond.
- A minimum of three years progressively responsible experience as a Library Director or Assistant Library Director in a similar size library.

PREFERRED QUALIFICATIONS:

- Extra consideration will be given to applicants who have:
 - Bilingual (English/Spanish)
 - Working knowledge of Incode V.9 (Tyler Technology)
 - Familiarity with Apollo ILS by Biblionix
 - Familiarity with Tex Share databases
 - Familiarity with the Libby mobile application

SALARY & BENEFITS:

- \$65,000 – \$80,000 DOQ
- 100% Employee Coverage for Group Health, Dental and Term Life Insurance
- Eleven (11) Paid Holidays per year
- Seventeen (17) eight-hour days of Paid Personal Leave
- Twelve (12) eight-hour days of Paid Major Medical Leave
- Participation in the Texas Municipal Retirement System (TMRS) 7% and 2:1 match
- Longevity Pay after one-year
- Voluntary Supplemental Insurances – Accident Plan, Critical Illness, Life Insurance
- Voluntary Participation in Mission Square Section 457 Deferred Compensation Plan
- Voluntary Participation in Section 125 Cafeteria Plan, a health care reimbursement account

SUBMISSION:

Submit your completed Employment Application and Resume to: Lisa Hernandez, Human Resources Director, by email: l.hernandez@leonvalleytexas.gov, by fax: (210) 684-1515, or in-person at City Hall, 6400 El Verde Road, Leon Valley Texas, 78238. Visit the city's website at <https://www.leonvalleytexas.gov/jobs> for career opportunities. AA/EOE/ADA

Position open until filled.