



Assistant Director

Organization: Ida Rupp Public Library

Hours: Full-Time, 40 hours/week; Exempt; Days, evening and weekend hours

Salary: Starting at \$52,000 annually

Ida Rupp Public Library is seeking an Assistant Library Director to assist in the management and operations of Ida Rupp Libraries.

Duties:

The Assistant Director aides in the management, supervision, and administration of the library to provide maximum service to library patrons in accordance with library policy. The Assistant Director will oversee the development and maintenance of the library's print and electronic collections, directly or through supervision. The Assistant Director is responsible for supervising library programming and outreach services at the main library. Reporting directly to, and working closely with, the Director, the Assistant Director will also collaborate most often with the Circulation Supervisor and Fiscal Officer.

Requirements:

Bachelor's degree, Master of Library Science from an ALA-accredited university or equivalent preferred.

Three to five years of public library experience.

Three or more years of progressive supervisory experience.

Demonstrated service-oriented professional experience.

Proficient in the use of the Integrated Library System (ILS).

Ability to maintain confidentiality and use appropriate judgment in handling information and records.

Ability to work accurately with attention to detail.

Ability to retain, follow, and recommend library policies and procedures.

Successfully pass a background check.

Valid driver's license and proof of insurance.

Application Process:

For consideration, please send a completed [application](#) and resume (applications can be found on our website) to:

lfaust@seolibraries.org

or

Lindsay Faust, Director
Ida Rupp Public Library
310 Madison Street
Port Clinton, OH 43452

Deadline: Application materials received by March 3, 2026 will receive priority.

Complete job description can be found on our website www.idarupp.org/careers