

## **Assistant Director for Education and Economic Development – The American Place - Full-Time**

The American Place (TAP) at the Hartford Public Library offers adult education, workforce development, and citizenship services to hundreds of library customers annually. Our programs are designed to elevate learners from lower literacy and English-speaking levels to obtain the education, credentials, and certifications necessary for life success. The Assistant Director plays a key role in supporting the development and design of programs needed to deliver on the promise of life enrichment. Collaborates with community stakeholders and across multiple departments within the Library to accomplish this work. In addition to serving as a strategic partner, the Assistant Director is responsible for the daily execution of TAP programs by directly managing large-scale, grant-funded projects/programs and monitoring projects and budget deliverables. The Assistant Director is responsible for staff supervision and development. The role requires standard work hours of Monday – Friday, 37.5 hours per week, with occasional evenings and weekends as needed. This position will serve as an internal and customer-facing ambassador of the Library's vision, mission, and core values, and committed to adult education, workforce development, and citizenship services.

### **RESPONSIBILITIES INCLUDE:**

#### **Employee Supervision and Leadership**

- Provides leadership, development, and supervision of assigned employees throughout the department.
- Sets and manages individual performance measurements for employees.
- Assesses and efficiently manages department workflow and staff scheduling.
- Manages new employee recruitment, onboarding, and training, including planning, assigning, and directing work. Evaluates performance and provides ongoing staff support.
- Leads and ensures effective communication and coordination within TAP sub-departments and between HPL departments, including public and outreach services, Hartford History Center, children and youth services, tech services, information technology, marketing, facilities/security, human resources, and finance to deliver exceptional, responsive and impactful services, and programs.
- Attends and engages in key stakeholder convenings.

#### **Operations**

- Assumes a major role in the following: Assessing the educational and workforce development needs of Hartford adults; Providing input and oversight in the development and implementation of programs designed to respond to identified needs; Evaluating program outputs/outcomes, including data aggregation and analysis and reporting for multiple grant activities utilizing several distinct case management systems, notably Efforts to Outcomes (ETO), CTHires, LINC'S, Comprehensive Adult Student Assessment System (CASAS), and Immigration.
- Initiates and implements program revisions/modifications to ensure deliverables are met.

### **Fiscal Responsibility**

- Works with the library development team to ensure grant accounts are reconciled. Sets fees for revenue-generating services and ensures POS transactions are properly recorded and delivered to the business office.
- Monitors grant program expenditures within allocated budgets and makes decisions for budget modifications and distributions.
- Manages employee contracts and invoicing.

### **EDUCATION and EXPERIENCE/QUALIFICATIONS**

- Master's in Business or similar field
- 3 years of grant management experience
- 3 years of supervisory experience
- 3 years of experience working in the education field or workforce development.
- 3 years of experience serving marginalized populations in an urban setting
- Excellent communication skills
- Demonstrated excellent computer skills (Microsoft productivity tools, teleconferencing, cloud)

### **PHYSICAL DEMANDS / WORK ENVIRONMENT**

- Ability to continuously bend, twist, stoop, reach, and pull.
- Ability to maintain composure in every day, potentially stressful situations.
- Ability to meet a flexible work schedule, including evenings and weekends.
- Able to walk, sit, and stand for extended periods.
- Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus

### **What we offer employees:**

Hartford Public Library offers robust benefits you won't find at other nonprofit organizations through a unique partnership with the City of Hartford. This includes:

- MERF Pension Plan with employer contribution
- Health Care, Dental, and Pharmacy benefits
- Life Insurance
- Paid Time Off - Vacation, personal, and sick time
- 2 Floating Holidays
- 11 Paid Holidays
- Mental health support through the Employee Assistance Program
- Tuition reimbursement program
- Paid professional development, continuing education, and staff engagement opportunities
- Commitment to an active plan of diversity, equity, and inclusion work, including implementation of the staff-led DEI Road Map.

## **What we offer the community:**

The Hartford Public Library is a national leader in redefining urban public libraries in the 21st century as innovative, stimulating, and engaging spaces where people can learn and discover, explore their passions, and find a rich array of resources that contribute to a full life.

We are an integral part of the Hartford community and offer programs for all our citizens. With 7 locations and robust outreach services, we are here for Hartford. Our programs include:

- The American Place, which offers a variety of free services to welcome immigrants and refugees including English Language Learning, Citizenship preparation and civic engagement
- Digital Library Lab
- Hartford History Center
- HPL Studios
- YOUmedia Teen Spaces
- Baby Grand Jazz, a free series of Jazz performances open to everyone
- Summer Learning
- Leap into Learning - Early Literacy
- Adult education classes and support
- Career Certification, GED
- Technology training and digital literacy
- Library of Things
- Robust print, electronic, audio, and video collections

**To Apply:** Please email resume and cover letter to [hpljobs@hplct.org](mailto:hpljobs@hplct.org) and reference **Assistant Director for Education and Economic Development-TAP** in the subject line of your email. Resumes will only be accepted by email.

In light of the ongoing COVID-19 pandemic, the Hartford Public Library strongly recommends and encourages all employees to receive vaccinations. Vaccinations have proven to be an effective measure in preventing the spread of the virus and protecting individuals from severe illness. We are committed to safeguarding our workplace and community. While COVID-19 vaccinations are recommended, vaccinations are not required at this time.

**Hiring Range:** \$80,332.98-\$84,452.68 **DOE**

**Hartford Public Library is an Equal Opportunity Employer.**