



Deputy Director
Ada Community Library
10664 W Victory Road, Boise, ID 83709
Position Close Date: April 25, 2026

Status/Hours: Full Time, Exempt with Benefits

Starting Wage: \$65,728 - \$73,403.20 annually (DOE)

Ada Community Library is looking for a thoughtful and highly collaborative Deputy Director to help lead the daily operations and long-range planning of a busy, growing, multi-branch library district.

The Deputy Director works closely with the Library Director and management team to support systemwide operations, assist managers and administrative functions, improve facilities, coordinate major projects, strengthen internal communication, and help carry organizational priorities into day-to-day practice.

We are looking for someone with strong people skills, sound judgment, and the ability to move comfortably between big-picture planning and practical implementation. The right candidate will care deeply about public service, and have demonstrated experience in leading through change, building strong working relationships, clear communication, follow through on complex work, and helping with organizational operations. This is a good role for someone who enjoys supporting others, improving how work gets done, and helping a public service organization remain responsive, well-coordinated, and effective.

What you will do:

- Coordinate the systemwide operational functions of the library in conjunction with the Director.
- Oversee the maintenance of, and improvements to, buildings and equipment, including working with vendors and negotiating contracts.
- Take a hands-on leadership role in the renovation of a library branch.
- Supervise assigned Division Coordinators and administrative staff.
- Strengthen internal communication and support organizational clarity.
- Coordinate major projects and systemwide initiatives.
- Assist with budget tracking, operational planning, and resource stewardship.
- Assess training needs for the library district.
- Create and deliver staff training in areas such as policy, procedure and best practices.
- Assist with and attend board meetings and management team meetings.
- With the Director, work on the library's strategic plan.
- Serve as a trusted partner to the Director and act in the Director's absence when needed.

Minimum qualifications:

- Accredited MLS/MLIS degree or an equivalent combination of education, experience, and training which provides the knowledge, skills and abilities necessary to perform the work.
- At least six years of progressively responsible professional library experience, including significant supervisory or administrative responsibility. Public library experience is preferred.
- Demonstrated experience with managing projects, operations, facilities, or other complex work.
- Must be able to work at any ACL branch and community location with the ability to get to these sites as needed. On occasion may work at more than one location in a day.
- Experience with writing policies & procedures, strategic planning, creating and leading trainings and multibranch systems strongly preferred.
- Must have advanced communication skills, solid decision making skills, and a strong service orientation.
- Able to work occasional evenings and weekends, and to be "on-call" for emergencies.