

Position: Library Director

Location: Bluffton Public Library in Bluffton, Ohio.

Hiring Salary Range: \$36,000 to \$42,000 depending on qualifications. This is an exempt position ineligible for overtime.

The Bluffton Public Library Board of Trustees is seeking an energetic, creative, and team-oriented leader to fill the retiring Director's position.

Bluffton is home to Bluffton University and conveniently located on I-75 between Findlay and Lima. The library has a legal service population area of 6,876 and 5,476 active cardholders. The annual operating budget is approximately \$350,000, which includes revenue from a local 1-mil, ten-year levy that is eligible for renewal in 2016. Library hours and services have been sustained through streamlining processes, reducing operating costs, fundraising, and recruiting volunteers.

Description: The director, under the direction of the Board of Trustees, provides leadership and oversight in accordance with the goals, mission and values of the library. The director actively oversees all aspects of the library, including facilities management, collection development, circulation, personnel, programming, public relations, project management, grants, volunteers, community relations, fundraising and day-to-day operations.

Education and Qualifications: MLS or MLIS degree from an ALA-accredited graduate program is required. Progressively responsible, professional library experience that includes proven supervision, collection development, programming, public relations, fiscal management, project management, technology and problem solving skills preferred.

The successful candidate will have the ability to: inspire, develop and lead staff; create positive, effective relationships; understand library finances and make sound fiscal decisions; administer policy, as approved by the Board of Trustees; maintain confidentiality; plan and implement community-wide events; analyze processes and procedures to identify and maintain efficient and cost-effective operations; develop effective press releases and marketing materials; troubleshoot equipment; perform routine computer updates. Excellent communication skills (written and verbal), a strong work ethic and the ability to maintain composure and professionalism in stressful situations are essential.

Contact Info: Please send a cover letter addressing qualifications, resume and three professional references (including email addresses and phone numbers) to: Library Director Search Committee, Bluffton Public Library, 145 S. Main St., Bluffton, OH 45817. No phone calls. Alternatively, you may submit your cover letter, resume and professional references electronically to trustees@blufftonpubliclibrary.org. No preference is given to electronic submissions.

Deadline for application: Open until filled. Resumes received by October 18, 2013 will receive first consideration. Candidates will be subject to a background and credit check.

Bluffton Public Library is an Equal Opportunity Employer