



DIRECTOR

From the shores of Lake Erie at the mouth of the Black River, the Lorain Public Library System provides library services to Northern Ohio communities. If you are a visionary leader and you are looking for an opportunity to provide library services in an urban/suburban/rural district serving 135,275 then Lorain Public Library System is the library for you. Lorain Public Library System consists of a Main Library, five branches and outreach services. Operating budget of \$11 million, 110 FTE's, and 1,951,000 annual circulation. The City of Lorain is located 25 miles west of Cleveland on Lake Erie.

Basic Function:

Serves as the chief administrator of the library system under the direction and review of the Board of Trustees.

Distinguishing Features of the Class:

The director has full charge of the administration and operations of the library in accordance with the by-laws, objectives and policies adopted by the Board of Trustees and is under the direction and review of the Board. The director plans, organizes, directs, and coordinates all activities of the library system. May have direct supervision over one or more units within the library system. Highest level of independent responsibility and accountability.

Characteristic Duties and Responsibilities:

Envisions and interprets community needs, developing new programs and services for all segments of the communities served; appropriately involves library users and community constituencies.

Assures that collections and services provided meet the needs of library users and represent appropriate expenditures of library funds.

Assures that the staff is responsive to the patrons and deals with them in a pleasant and professional manner.

Works with Board of Library Trustees; plans Board development activities including orientation of new Board members; recommends policies and advises Board on operational, fiscal, staffing and facilities matters; informs/reports to Board President and Committee Chairs.

Works with fiscal officer and assistant director to plan and coordinate annual budget process; monitors budget.

Assists the fiscal officer in preparing long-range financial forecasts for levies and buildings projects.

Initiates, coordinates and implements long range planning process.

Characteristic Duties and Responsibilities (continued):

Establishes organizational structure and lines of authority, defines staff responsibilities to effectively and efficiently accomplish the goals and work of the library.

Determines staffing requirements and oversees personnel functions such as recruitment, selection, development, compensation and evaluation of staff.

Supervises subordinate administrators and managers.

Interprets personnel policies and collective bargaining agreement; secures labor relations legal counsel and personnel consultants as necessary.

Assists the Library Foundation in fundraising efforts.

Assures that the library environment is pleasant, and that physical facilities, grounds and equipment are properly maintained, updated and staffed.

Evaluates and develops plans for effective allocation and utilization of building space to meet the changing needs of the library; works with architects, staff and Board on building projects.

Maintains contacts with community and governmental officials to assure good relationships and communications are maintained and the community is aware of library services and issues.

Serves as liaison and representative for the library in governmental, professional, community, business and professional affairs and activities.

Attends seminars and professional conferences to keep current on public library trends, administration and services.

Represents the library at Lorain County Library Administrators Council, Northeast Ohio Regional Library Service, Ohio Library Council, American Library Association, etc.

Works with other library directors, agencies, groups and professional organizations to develop and promote cooperation and delivery of library services.

Knowledge, Skills and Abilities:

Knowledge of the principles and practices of professional library work.

Broad knowledge of library materials and methods.

Analytical and organizational skills; ability to anticipate future system needs.

Ability to interpret community interests and needs and to translate them into appropriate library services.

Ability to manage and evaluate programs of service.

Thorough knowledge of the administration, managerial, and financial practices needed for directing a multi-branch library system.

Knowledge of current library technology.

Broad knowledge of public affairs.

Knowledge of public relations.

Ability to communicate effectively orally and in writing for all levels of employees, management, and officials internally and outside of the system.

Education, Training and Experience:

Minimum qualifications: Requires a master of library science degree issued by an ALA-accredited library school and either three years administrative experience in a library system as a director or six years as an assistant director. demonstrated ability and skill in working in an ethnically and socioeconomically diverse urban, suburban and rural environment; capable of managing experienced managers and a diverse staff, mastery in strategic planning and has excellent communication skills; capable of advocating for stable funding of public libraries; fosters a culture of innovation, teamwork and continuous improvement.

Full-time salaried position at 38 hours per week; includes working evenings and weekends as needed; required to attend some school board, township, city council and county government meetings; represents the library at community events throughout the library service district. Salary commensurate with experience, plus excellent benefits. Position available September 6, 2016.

Request an application packet at Director.Search@lpls.info. More information is available at www.lorainpubliclibrary.org > About the Library > Employment Opportunities. Deadline for applications is May 27, 2016. EEO/Equal Access Agency.