



## Job Posting

### *Library Director*

The New Carlisle Public Library is looking for a positive and energetic individual to serve as Library Director. The library is located in western Clark County and serves the city of New Carlisle and surrounding areas.

The library has an annual budget of approximately \$500,000 and an annual circulation of approximately 250,000. It serves as a hub for the community and service provider for the local school system. The New Carlisle Public Library is an Association Library.

The Director manages a staff of 12 (3 full time) using a management style that values the contributions of each individual. In addition, the Director must be able to communicate effectively with members of the community. The Director will work with the Board of Trustees to identify needs, set both short and long term goals, and evaluate progress towards meeting these goals.

**Minimum Requirements:** A Master's degree in Library Science is required. Two or more years of public library experience as Head or Assistant of a small public library or department is preferred. Experience in budgeting, public library finance and grant writing are preferred.

**Starting Pay:** The position has a starting salary of \$50,000 to \$54,000 depending on education and experience.

Submit contact information, cover letter, resume, and 4 references (include both professional and community) to:

Dick Zsambok  
President, Board of Trustees  
New Carlisle Public Library  
111 E. Lake Ave  
New Carlisle OH, 45344

OR

Electronic Submissions:  
[sueannemartin@gmail.com](mailto:sueannemartin@gmail.com) or  
[richardzsambok@yahoo.com](mailto:richardzsambok@yahoo.com)