

**Director Position**  
**Guernsey County District Public Library**

From the Crossroads of interstate 70 and 77, the Guernsey County District Public Library System provides library services to Southeastern Ohio communities. If you are a visionary/leader and you are looking for an opportunity to provide library services to suburban/rural district servicing 40,087 people, then the Guernsey County District Public Library System is the library for you. The Guernsey County District Public Library System consists of a Main Library, two branches, and outreach services. Operating revenue of \$2,131,013, staff consist of 21 FTE including administration, bargaining unit members and one MLA. 236,583 total items circulated in 2016.

**Director's Position:**

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

**Compensation:**

A compensation package with a salary range of \$65,000-\$80,000 and depending on qualifications and experience.

**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.

- 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.
- 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 with, South East Ohio Regional Library, Ohio Library Council, American Library Association, Serving Every Ohioan Library Center, State Library of Ohio 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.
- Bachelor degree.
- Five years of management experience.
- Ability to communicate effectively orally and in writing for all levels of employees, management, and officials internally and outside of the system.

To apply for the position send a cover letter and resume to [board@guernseycountylibrary.org](mailto:board@guernseycountylibrary.org).

Deadline for submission: September 30, 2017.