The Garnet A Wilson Library of Pike County seeks a new Library Director to assume leadership due to the upcoming retirement of the current Library Director. Working in conjunction with the Fiscal Officer to oversee the library’s strategic operations, this position is located at the main library in Waverly, Ohio.

Qualified applicants are invited to submit the following:

1. Cover letter

2. Resume

Application materials should be submitted electronically in PDF format to the following address: dirserls@gmail.com or mailed to Southeast Regional Library System Attn.: Jay Burton, 252 W 13th Street, Wellston, Ohio 45692

Review of applications will begin immediately and continue until September 30, 2019. This is a full-time professional position.

Salary: $55,000 - $65,000 depending upon qualifications.

Employer contribution toward health insurance.

Paid vacation and sick time and two personal days per year.

Paid membership in professional library organizations.

Set in the rolling green hills of Southeast Ohio, the library has locations in Waverly, Eastern Branch, Western Branch and Beaver Branch. Pike County has a rich history and active communities, and the public library proudly embraces its role of serving all community members (approximately 28,000 residents) at all stages of life.

.THE GARNET A. WILSON PUBLIC LIBRARY OF PIKE COUNTY

JOB DESCRIPTION

Director

MINIMUM QUALIFICATIONS:

* Master's Degree in Library Science or an equivalent university degree.
* Five years’ experience in the library or related field, two years of which must be administrative experience.
* A valid driver’s license, access to reliable transportation, and willingness to work various hours, days and locations as needed.
* Be willing to relocate to the county within six months.

RESPONSIBILITIES & DUTIES:

* Lead in planning, implementing library policy and managing all Main and Branch library staff and operations.
* Establish and maintain effective working relationships with employees, community organizations, public officials, area libraries, and trustees.
* Keep informed of developments in the profession and participate in the activities of professional organizations as appropriate.
* Represent the library to community groups and agencies, and the Ohio library community
* Manage building and renovation projects.
* Plan, analyze, administer and coordinate budget estimates and expenditures with the Clerk-Treasurer and Library Board
* Other duties as required.

JOB CLASSIFICATION: Contract

SUPERVISED BY: Board of Trustees