**LIBRARY DIRECTOR/FISCAL OFFICER**

**JOB SUMMARY**

The Library Director/Fiscal Officer shall plan, implement, and evaluate the development of the library, its services, funding, staff, and physical plant to meet the needs of the community with the direction and guidance of the Board of Trustees.

**ESSENTIAL JOB DUTIES**

Prepares agenda and supporting materials for board meetings and delivers board packets; attends all monthly meetings and committee meetings. The Director does not have voting privileges.

Recommends policies, programs, building and technology improvements related to the library operation.

Submits the annual report to the Board of Trustees and reports annual data to the State Library of Ohio.

Attends professional meetings; maintains active membership in local, state, and regional associations; participates in activities of professional organizations; keeps informed on current trends and developments affecting libraries.

Responds to operational problems and alarms at the library during all hours of the day and night.

Acknowledges and resolves community inquiries, comments and complaints including behavior problems.

Schedules the yearly Records Retention meeting; complies with the rules of the Local Government Records Retention Commission, and prepares obsolete documents to be shredded.

Supervises book selection based on needs of the community and library, on objectives and policies of the library, and keeping within budgetary limitations.

Plans, directs, and supervises the work of the staff with the exception of the Assistant Fiscal Officer; employs and releases personnel; recommends promotions and merit increments; prepares work assignments and schedules; holds staff meetings, encourages professional growth through educational and professional opportunities.

Assists as needed in any department.

Confers with the Assistant Fiscal Officer to prepare preliminary budget and assists in the preparation of the final budget. The Assistant Fiscal Officer presents the budget to the Board of Trustees.

Approves the purchase of library materials, supplies, equipment and other expenses within the guidelines of the annual budget.

Receives invoices and adds correct account code before forwarding to the Assistant Fiscal Officer for payment.

Compares the time sheet with Requests for Absences slips and calendar. Total all hours for payment.

Works closely with the Assistant Fiscal Officer to provide requested documents for the State of Ohio biannual audit.

Directs and supervises the maintenance employee, building, grounds, and property. Helps plan for future expansion needs.

Performs other professional duties as assigned.

**REQUIRED KNOWLEDGE AND SKILLS**

Ability to work effectively with the Board of Trustees, staff, volunteers, Friends of the Library, and county library directors.

Establish and maintain positive public relations with all segments of the community and promote the availability of and access to programs and services.

Thorough knowledge of the principles, practices and techniques of modern library operation.

Ability to plan, organize, and administer a public library system to meet the needs of the community.

Extensive knowledge and background in various types of informational materials.

Ability to present ideas effectively through excellent written, spoken and listening skills.

**QUALIFICATIONS**

The candidate should have a master’s degree in library and/or information science from an American Library Association credited program. A minimum of five years’ experience in the library field including supervisory and administrative responsibilities is preferred.

**COMPENSATION**

The starting salary range is $45,000+ and a benefits package depending on experience and qualifications.

**TO APPLY**

Please submit a cover letter, current resume and three professional references to: Board of Trustees, Columbiana Public Library, 332 N. Middle Street, Columbiana, OH 44408 or email to [cpltrustees@columbiana.lib.oh.us](mailto:cpltrustees@columbiana.lib.oh.us).on or before the closing date of August 6th.