



## Director

This is a full time position which will require a flexible schedule, including working some evenings and Saturdays. Salary: \$38K – 45K per year. Benefits: membership in OPERS, six paid holidays and paid time off.

### Position Description:

Administers the activities, services and staff of the Perry Cook Memorial Public Library according to policies, bylaws and directives established by the Board of Trustees and the laws of the State of Ohio. Represents the library in both the public and professional communities.

### Who Do We Seek?

- Ability to navigate challenges while communicating positively, transparently and collaboratively with stakeholders
- Knowledgeable of all facets of library management
- Able to curate the collection, strategically support programming efforts and plan for the space needs of the community with the current building and future space.
- Some experience in strategic planning
- Remains current with professional contacts at the state and national level with an eye towards the future, monitoring for trends to bring the latest in offerings (programming, content or technology) for the benefit of the library
- Represents PCML in the public and professional communities and provides quality customer service
- Experience with programming, particularly early childhood/family literacy
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### Required:

- BA/BS plus two years of relevant experience. Preference given to MLS/MLIS. Must be eligible for lawful employment in the U.S.
- Must be able to work a flexible schedule, including evening and weekend hours
- A valid driver's license and access to a reliable vehicle
- Able to read and write effectively, including in cursive, and to use language effectively in written and oral communications.
- A strong commitment to excellent customer service
- Successful completion of a background check
- Ability to foster an appreciation for the library among all ages
- Competency with social media, productivity software and digital resources.
- Must be detail-oriented, and able to lead a team of talented and dedicated support staff

Please submit cover letter, resume and completed application (available at [www.perrycooklibrary.org](http://www.perrycooklibrary.org)) to Mary Roush, President, Perry Cook Memorial Public Library Board. Email ([mroush216@gmail.com](mailto:mroush216@gmail.com)) or USPS (7406 County Road 242, Mt. Gilead, Ohio 43338.) Position open until filled.