

The MML Board of Trustees are looking for enthusiastic candidates for the following position:

Job Title: Director

Job Mission:

Under the direction of the Library Board of Trustees, the Director will serve as the chief administrator of the library and shall plan, implement, and evaluate the development of the library, its services, and its staff, to meet the needs of the community.

Qualifications:

The candidate shall possess an advanced degree, preferably an MLS, or equivalent in experience and training. The candidate shall have experience in supervision/leadership and general administrative skills, in long range planning, be able to deal directly with library patrons, present a positive, friendly, and professional image to patrons and staff. The candidate must be able to work without direct supervision, work with Board of Trustee members, and must have excellent communication skills as well as computer literacy including knowledge of word processing and spreadsheet preparation.

Job Responsibilities Include But Are Not Limited To:

- Planning library services and representing the library's interests in the Consortium of Ohio Libraries.
- Directing daily operations of library (guiding staff as needed) and preparing schedules.
- Performing personnel functions such as the hiring of staff, training, discipline issues, and yearly staff evaluations.
- Supervising and promoting library programming, keeping current on issues, and participating in professional development.
- Coordinating and encouraging staff training and professional growth.
- Supervising and maintaining all automated and technological equipment.
- Supervising and maintaining all library collections and equipment, and weeding of old materials as needed.
- Preparation or oversight of public relation materials (newspaper articles, newsletters, signs, and media announcements).
- Serving as principal liaison between news media, Friends of the Library, the Community, and developing and maintaining relationships between special interest groups.
- Assisting in any department as needed.
- Coordinate and resolve, if possible, patron complaints, actions, and activities.
- Maintaining accurate records and statistics and submitting annual reports to the State Library of Ohio.
- Preparing Board Agenda and Director's report for monthly meetings of the Board.
- Provide the Board with all appropriate reports and materials needed or requested to oversee library policies and general direction of the library.

- Assisting Board of Trustees with the library's Strategic Plan and levy campaigns.
- Working in conjunction/cooperation with the Fiscal Officer/Human Resource Officer with an understanding that at times the Director and Fiscal Officers jobs may overlap.
- Forwarding invoices to the FO in a timely manner.
- Perform other tasks or committee assignments as directed by the Board of Trustees.

Compensation:

Salary starting at \$45,000, commensurate based on experience. Benefit package includes paid vacation and sick time; healthcare benefits, including medical, dental, vision, and others; retirement benefits include participation in the Ohio Public Employees Retirement System; and many others.

To Apply:

Please submit a cover letter, current resume, and three professional references to:

Aileen Stewart

MML Board of Trustees President

29 W. Whitney Avenue

Shelby, OH 44875.