

# Job Posting

## Library Director

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**RESPONSIBLE TO:** Board of Trustees

**SCHEDULE:** Full-time

**RATE OF PAY:** \$50,000+ per year commensurate with skills and experience.

**APPLICATION DEADLINE:** Open until filled.

**APPLICATION PROCEDURE:** For consideration, applicants must email a resume including a cover letter and (3) three professional references to: [kadyinfield@gmail.com](mailto:kadyinfield@gmail.com)

### Job Description

The Library Director administers, supervises and coordinates the work of the Library and staff. Performs managerial duties related to personnel, budget, collection development, building maintenance and library operations and services in conformity with the policies established by the Board of Trustees and the State of Ohio. This position requires that the Director have thorough knowledge, skill and ability in every phase of the public library field.

Ensuring that visitors have a positive library experience is the top priority for every staff member. All staff are expected to provide friendly and exemplary service to visitors of all ages. This position description is not intended to be all-inclusive. The Library Board reserves the right to revise or change position duties as the need arises and reserves the right to change duties, or working schedules where appropriate and reasonable, especially to accommodate disabilities.

### Working Relationships

The Library Director works very closely with the Fiscal Officer. Also participates with the Friends of the Kingsville Public Library. The Director maintains good relationships with the Buckeye Local School Board, Kingsville Township, county, state, Ohio Library Council (OLC) and other community organizations.

### Job Duties and Responsibilities

#### Administration

- Carries out the directives and policies of the Board
- Recommends policies and advises the Board on operational and staffing changes
- Assists the Board in developing a strategic plan for the Library
- Provides data on operations and submits reports on the progress of activities

- Maintains the confidentiality of Board matters
- In consultation with Board President develops agenda for Board meetings
- Attends all Board meetings and other meetings as required
- Provides responsive leadership and fairly represents the Board to the staff
- Assists in the orientation and education of the Board members
- Additional related duties may be assigned by the Board

### **Personnel**

- Determines staffing requirements and hires the personnel necessary to meet those needs
- Oversees the recruitment, training, performance management and retention of library personnel
- Schedules work and responsibilities of personnel
- Verifies and signs employee time sheets
- Administers wages and benefits according to policies established by the Board
- Provides responsive leadership and fairly represents the staff to the Board
- Establishes an organizational arrangement and workplace atmosphere to promote effective communications
- Conducts an annual performance review of all personnel and maintains proper personnel records. Informs the Board of disciplinary problems and probable dismissal action
- Attends professional conferences, workshops and meetings
- Encourages continuing education of library staff
- Maintains the confidentiality of personnel

### **Fiscal**

- Communicates with Fiscal Officer regularly and assists with duties as needed
- Count and prepare the cash log and deposit weekly
- Works with the Fiscal Officer in preparation of the annual appropriations resolution and the proposed budget
- Administers expenditure of funds within budget constraints
- Works with Fiscal Officer to develop policies and procedures
- Negotiates contracts with vendors for required services
- May need to be the Deputy Fiscal Officer and be bonded by the library

### **Facilities**

- Evaluates and develops plans for achieving the effective allocation and utilization of space to meet the changing needs of the Library

- Develops and implements policies and procedures to safeguard employees, patrons and library property
- Maintains the building and systems in good working order

### **Patrons**

- Provides a quality collection that meets the needs of the public
- Assures that the staff is responsive to the patrons and interacts with them in a pleasant and professional manner
- Assures that the library environment is pleasant and that the facilities and services are easy to use, safe and meet patron needs

### **Community Relations and Customer Service**

- Plans, organizes and directs library activities and public relations
- Acts as a liaison between the Library Board and other community groups
- Maintains contact with local and school officials to assure that good relationships and communications are maintained
- Coordinates all press releases and media comments
- Speaks before local groups and organizations when requested
- Works with Board in planning and promoting planned giving and fundraising projects

### **Library Services and Operation**

- Oversees the daily operations of the library, including reference, circulation, programs, volunteers, community outreach and relations, staff training and development, collection development in accordance with adopted library policies and the strategic plan
- Oversees the continual development of the Library's website and other public relations services
- Oversees the development of the library collection, including the selection and deselection of materials
- Assures that materials are properly cataloged and shelved and easily available to patrons.
- Prepares budget and program recommendations
- Directs and controls the expenditure of library funds within the approved budget
- Oversees Library correspondence and record keeping, including preparation of the monthly and annual reports to the Board and annual reports to the state and public

- Prepares grant proposals and reports
- Evaluates the effectiveness of library programs and services
- Analyzes and evaluates library's growth against state and national standards
- Maintains good working relationships with the CLEVNET system, the State agencies, other public libraries and community groups
- Performs routine library duties as needed

## **Required Knowledge, Skills and Abilities**

### **Education**

- Master's Degree in Library and Information Science from an accredited college or university and a minimum of 5 years of progressively responsible library experience, including supervision preferred
- Or, an equivalent combination of education and experience required

### **Skills and Abilities**

- Thorough knowledge of the principles and practices of public library administration and functions
- Knowledge of budgeting and public library funding
- Proficient oral and written communications skills
- Ability to lead, motivate and direct staff
- Ability to analyze and interpret data and develop recommendations influencing policy
- Keeps up-to-date with trends in library and information service including new material formats and technologies
- Must possess a valid State of Ohio Driver's License
- Must pass background checks