

Job Posting – Library Director

The St. Clairsville Public Library Board of Trustees is seeking a creative, team-oriented and community-minded leader to fill the Director's position.

The St. Clairsville Public Library is a thriving, energetic community resource with an excellent staff and an engaged and supportive governing board. The library offers a creative mix of programs, services and resources to our patrons of all ages. The library is beginning an exciting facilities renovation project which will give the new director an opportunity to shape the future of our library's service to the community.

St. Clairsville Public Library is a member of a statewide consortium, including 100 libraries. Our library has a service population of 16,000 and 9,000 active cardholders. The annual operating budget is approximately \$850,000.

Role Description: The director, under the guidance of the Board of Trustees, provides leadership and oversight in accordance with the goals, mission and values of the library. The director is involved in all aspects of the library, including facilities management, collection development, circulation, personnel, programming, public relations, project management, grants, volunteers, community relations, fundraising and day-to-day operations.

Given the upcoming library renovation plans, the director will be responsible to oversee the planning and construction phases of the project, working closely with architects, engineers and contractors.

Education and Qualifications: MLS or MLIS degree or a Masters degree in a related field is preferred. Experience leading an organization is required; library administrative experience is preferred. A minimum of three years directly supervising staff is required. An equivalent combination of education and experience will be considered. Experience working with a governing board is desirable. Must have acceptable results on a criminal background check, drug test, and acceptable driving record with evidence of insurability.

Hiring Salary Range: \$54,000 to \$65,000 commensurate with qualifications and experience. Benefits include Ohio Public Employees Retirement System, single health insurance, supplemental insurance, holidays, vacation, sick leave, and paid personal leave.

For a complete role description and application form visit www.stclibrary.org/employment.

To Apply: Email cover letter, resume, and completed application form to: board@stclibrary.org or mail to Board of Trustees, St. Clairsville Public Library, 108 W. Main St., St. Clairsville, OH 43950.

Deadline for application: Interviews will begin August 8, 2025. Applications will be accepted until position is filled.

St. Clairsville Public Library is an Equal Opportunity Employer