

Liberty Center Public Library
124 East St
PO Box 66
Liberty Center, OH 43532

Position Title

Director, Liberty Center Public Library

Employment Status

Full-time salaried position

Position Summary

Serves as the chief administrator for the library under the direction and review of the Board of Trustees

Minimum Qualification

- 4-year college degree or the equivalent
- Administrative experience working in public libraries

Major Responsibilities

- Plans, organizes, and directs all operations & resources of the LCPL to ensure the effective delivery of services to the patrons
- Recommends and develops new services and/or changes in services; develops and recommends policies for Board approval
- Leads development and implementation of special projects
- Seeks opportunities for greater organization efficiencies, effectiveness, and cost savings
- Presents a clear vision of the role of the LCPL in providing services to a diverse, multi-type library patron

Required Knowledge, Skills, & Abilities (Illustrative only)

- Possess a solid understanding of the philosophies, trends, and “best practices” in the library and information technology fields
- Envisions, develop, and implement new services, special projects, and strategic plan
- Maintain a thorough knowledge of modern organization and methods for solution of the professional demeanor at all times
- Ability to work independently, meet deadlines, work on several projects at once
- Manages (hires, evaluated, etc) and effectively communicates with the LCPL staff
- Evaluate situations and exercise tact, courtesy and good judgement in decision making
- Communicate effectively both orally and in writing. Must be able to use personal computer for word processing, spreadsheet, database management, Internet searching, and email
- Possess analytical, negotiating, administrative, and fiscal management skills
- Ability to manage many simultaneous tasks and has the mental and physical energy to complete them

Examples of Work (Illustrative only)

- Leads implementation of the strategic plan of the LCPL; recommends new programs as needed
- Attends meetings of the LCLP Board of Trustees
- Reports to the Board concerning the library, its needs and progress, maintains frequent communication with the Board President and works with the Board President to develop meeting agendas
- In cooperation with Fiscal Officer, prepares and administers the budget as approved by the Board, prepare narrative and statistical reports for the State of Ohio
- Seeks additional sources of funding
- Travels in personal vehicle to attend meetings, conferences, etc
- Directs the public and governmental relations functions of the LCPL
- Manages all staff functions (hiring, training, counseling, evaluating, disciplining, & termination)

Compensation

Annual salary of \$ 32,000

Working 40 hours per week

Benefits include health insurance (80/20), participation in OPERS retirement program, vacation, sick leave, and three personal days per year

Application Deadline

Review of applications begins March 29

Training and compensation begins June 1st

Open until May 1st

No phone calls please

How to Apply

Submit cover letter, resume & and contact information for three work-related reference to:

Liberty Center Public Library

Library Director Search Committee

C/O

124 East Street

PO Box 66

Liberty Center, OH 43532

At-Will Employment

The Director will be employed and will serve on an employment-at-will-basis. Accordingly, the Director's employment may be terminated by the Board of Trustees at any time, and with or without cause.

Liberty Center Public Library is an Equal Opportunity Employer