

Director

Library: Mary Wood Weldon Memorial/Barren County Public Library

Position Description:

Type of Position: Full-time

Salary: \$55,000 - \$60,000

Benefits: paid vacation, holidays, and sick leave, health insurance, and participation in Kentucky State Retirement System

Overview: Supports the library's mission by:

- Serving as the chief operating officer of the library
- Insuring that customers receive excellent public service
- Working to promote the Library by developing community partnerships
- Advocating for the library in the local community and at the state level

Job Duties and Responsibilities:

- Works collaboratively with the Library Board and staff, community organizations, and institutions, other libraries, government agencies, and the public to provide high quality library service
- Proposes, implements, interprets, and communicates the library's mission, policies, and procedures
- Manages the library's personnel including determining need, hiring, training, scheduling, monitoring, motivating, leading, and evaluating staff directly, as well as resolving staff conflict
- Leads the annual budget process, monitors the budget, prepares financial forecasts, pursues grant opportunities
- Supervises the payroll and accounting process; ensures the financial integrity of the library
- Initiates and coordinates strategic and short-term planning; evaluates library services and programs
- Oversees collection development, programming planning and implementation, public relations efforts, website development, facilities/grounds maintenance and repair
- Represents the library in the community, develops and maintains community partnerships that support the library's mission
- Completes all documents and reports required by KDLA as well as state and local government agencies
- Prepares board agendas and materials for monthly and special board meetings
- Develops and maintains an awareness of current library issues and trends
- Performs related work as required and assigned for the efficient and effective operation of the library

Qualifications / Experience:

Candidates must have a Master's Degree in Library and Information Science from an ALA accredited institution. Qualified candidates will have public library experience and demonstrated leadership in managing a community library.

Required Skills and Knowledge

- Broad knowledge of library materials, services, and operations
- Commitment to excellent customer service
- Ability to determine and interpret community interests/needs and translate them into library services
- Ability to analyze issues and to exercise good judgment to solve problems
- Ability to professionally represent the library in the community

How to Apply

Application Procedure:

Director candidates may apply by submitting a cover letter and resume in an e-mail attachment with subject: Mary Wood Weldon Memorial Library Director.

Application Deadline: August 1, 2018

Email:

Letitia.hughes@barren.kyschools.us

Library's Website:

www.weldonpubliclibrary.org