

Job Title: Director, Rock Creek Public Library

Salary Range: \$50,000 - \$60,000

Reports to: Rock Creek Public Library Board of Trustees

Location: Rock Creek, Ohio 44084

Rock Creek Public Library seeks a Director who will lead the library in an exciting phase of growth and outreach. The ideal candidate will have leadership skills, strong communication skills and experience building staff and community relationships. The Rock Creek Public Library Director is responsible for leading a team of four staff members in fulfilling the library's mission and strategic goals. This is a great opportunity for a department or branch manager to take the next career step or for an experienced library director to make a change. The Rock Creek Public Library Trustees are serious about implementing new strategic goals and expanding library services within the community.

THE LIBRARY: Rock Creek Public Library is a school district library serving residents in the Rock Creek, Roaming Shores and surrounding Jefferson, Ohio School District. Annual revenue is from both state funding and a local property tax levy. The Library Director reports to a seven-member Board of Trustees.

DUTIES: The Library Director is responsible for all aspects of library administration and services including implementation of library policies; managing operational, staff, equipment, collection, property, and facility needs; maintaining appropriate records; community outreach and public relations; and networking with professional and community leaders. The Director works with the Board of Trustees to recommend and determine the strategic direction and policies for the library. The Director also works with the Fiscal Officer to develop an annual budget for the organization.

QUALIFICATIONS: The candidate should possess excellent management, public relations, budget, facility, and communication skills as well as believe that the staff and patrons are the most important assets to the library.

- ALA accredited Master's degree in Library or Information Science, equivalent degree or experience
- Administrative and supervisory experience in a public library
- Minimum 5 years working in libraries
- Minimum 3 years supervisory experience
- Experience providing direct customer service to the public
- Applied knowledge of library operations, materials selection, organization, and access
- Experience planning and monitoring a budget
- Basic proficiency in word processing, spreadsheets, presentation software
- Proficiency in community outreach, presentations, communication
- Ability to prepare comprehensive reports and present ideas clearly and concisely
- Effective interpersonal skills and diplomatic management abilities

COMPENSATION/HOURS: Compensation will be determined by experience and qualifications. The Rock Creek Public Library benefit package includes:

* Ohio Public Employee Retirement System (OPERS)

* Paid Vacation

- * Paid Holidays
- * Sick Leave
- * Access to professional development

This is a 40 hour/week salaried position, including at least one evening per week and at least one Saturday per month.

DEADLINE: OPEN UNTIL FILLED

SEND resume, letter of interest, salary requirements and professional references to:

Library Director Search
Rock Creek Public Library
2988 High Street
Rock Creek, OH 44084

OR send email to: director@rockcreekpl.org in subject line, please note: Library Director Search

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