POSITION: Library Director

Rock Creek Public Library is a school district library serving residents in Jefferson School District, Rock Creek and Ashtabula County, with an annual budget of about $350,000, with revenue from both state funding and a local property tax levy. The Library Director reports to a seven-member Board of Trustees. Must be able to pass a criminal background check.

DUTIES: The Library Director is responsible for all aspects of library services and works with the Board of Trustees to determine the strategic direction and policies for the library. The Library Director serves as a highly visible leader within the library, its service area and the library community, leading a dedicated, hard-working and independent staff of one full-time and four part-time employees. The Library Director is to ensure courteous, prompt, and comprehensive service to all library patrons in a cost-effective manner consistent with library policies. For Detail Job Description see Library Website: Https://rockcreeklibrary.org

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

* Currently pursuing or a graduate from an ALA accredited Master’s degree in Library Science or like degree.
* Experience in a public library including administrative and supervisory experience preferred.
* Ability to prepare comprehensive reports and present ideas clearly and concisely in written and oral form.
* Effective interpersonal skills consisting of creative and diplomatic management abilities.
* Community engagement and development experience.

COMPENSATION/HOURS: Compensation will be determined by experience and qualifications. The Library has a generous benefit package, including:

* Ohio Public Employee Retirement System (OPERS)
* Paid Vacation
* Some Paid Holidays
* Sick Leave
* Access to professional development

This will be an hourly position between 30-40 hours per week, including at least one afternoon/evening per week and at least one Saturday per month.

DEADLINE: OPEN UNTIL FILLED

SEND resume, letter of interest, expected wages and professional references to:
Rock Creek Public Library, ATTN: Fiscal Officer, 2988 High Street, Rock Creek, OH 44084

OR send email to: joanne.clapp@rockcreekpl.org in subject line, please note: Library Director Position