

Job Title: Director, Preble County District Library
Reports To: PCDL Library Board of Trustees
Location: Eaton, Ohio 45320

The Preble County District Library was established in 1959 merging seven (7) out of nine (9) branches in the County to create the District Library and Administration/PC Room.

The Preble County District Library is seeking 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 Preble County District Library Director is responsible for leading a team of 38 staff members from 8 branches of the District.

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 strategic direction and policies for the library. The Director also works with the Fiscal Officer to develop an annual budget for the organization.

Qualifications and Requirements: The Candidate should possess excellent management, public relations, budget, facility, and communication skills.

- * ALA Accredited Master's Degree in Library or Information Science, (MLIS) equivalent degree experience is preferred but not required
- * Administrative and experience in a public library is preferred
- * Minimum 3 years supervisory experience
- * Maintains the Library's reputation and positive image in the community
- * Applied knowledge of library operations, materials selections, organization, and access
- * Creates statistics and narrative reports for the Library Board, of all activities and departments
- * Effective interpersonal skills and diplomatic management abilities
- * Ability to advocate for public library funding and support
- * Leads regular staff meetings to review and discuss customer needs, library policies and procedure.
- * Leads monthly Board of Trustees meetings
- * Addresses Customer concerns and complaints
- * Oversees daily operation of all departments
- * Seeks alternative funding opportunities such as grants for the library and lobbies for secure State funding in conjunction with the Ohio Library Council (OLC)

A generous compensation package includes health insurance, sick and vacation leave accrual, OPERS Retirement. Starting pay range minimum of \$65,000, based on qualifications and experience. This position is Full-time, 40 hours/week, onsite and in person. It may also require occasional nights and weekends.

To Apply: To be considered for this position, please submit your resume and cover letter, including salary requirements & questions, to Jan Pearce, Board President at jpearce@woh.rr.com. You may also apply on Indeed.com

****Accepting applications until position is filled****