



# Kirtland Public Library

9267 Chillicothe Road • Kirtland, Ohio 44094 • 440-256-READ  
www.kirtland.lib.oh.us

## Job Opportunity – Director, Kirtland Public Library

The Kirtland Public Library Board of Trustees seek an energetic, community-focused, team-oriented person for the full-time position of Library Director. The qualified candidate will have proven leadership skills and a vision for the future. They will have a strong set of interpersonal skills and focus on building community relations.

Kirtland, Ohio is located about 20 miles east of Cleveland, in Lake County

Kirtland Public Library is a school district library serving the communities of Kirtland, Kirtland Hills and Waite Hill. There is one building and a staff of 12 full and part-time employees. The Library serves a population of 7,330, with 3,862 cardholders. In 2023, the annual circulation was 146,000 and the operating budget was \$934,000.

The Library is a member of CLEVNET, a consortium of 47 libraries in northeast Ohio with shared catalog, online resources and e-collections. The Library is an institutional member of the Ohio Library Council and the Northeast Ohio Regional Library System.

The Director, under guidance of the board of Trustees, provides leadership and oversight in accordance with the goals, mission and values of the Library. The Director is involved in all aspects of the Library, including facilities management, project management, grants, community relations, fundraising and day-to-day operations. The Director works closely with the Fiscal Officer on the annual budget, human resources and other projects.

### Qualifications:

- Excellent written/oral communication and public speaking skills
- Knowledge of the library field and librarianship
- Analytical problem-solving skills, organizational skills and individual and team leadership skills, and general business knowledge.

### Compensation:

Salary range: \$70,000 - \$90,000. This will be determined by qualifications and experience.

The Library offers a competitive benefit package:

- Ohio Public Employee Retirement System (OPERS)
- Health Insurance
- Paid Vacation & Holidays
- Sick Leave

Please submit resume, cover letter and a listing of three references to: **Kirtland Public Library Search Committee** care of: Gina Barkett, Kirtland Public Library, 9267 Chillicothe Road, Kirtland, Ohio 44094. Documents may be emailed to Gina Barkett, [gbarkett@kirtland.lib.oh.us](mailto:gbarkett@kirtland.lib.oh.us)

Applications will be accepted until April 2, 2024.