

Monroeville Public Library
Monroeville, OH 44847
Director Position Posting

The Monroeville Public Library in Monroeville, OH is seeking a full-time salaried Library Director. The ideal candidate is someone who is innovative and enthusiastic, and skilled at leading and developing a team. This job requires a high level of decision making in regard to overseeing the daily operations of the Library, and exercising authority over staff, strategic planning, financial management and library automation. The candidate must be able to complete a successful background check.

In This Role You Will

- Oversee the day-to-day operations of the Library, implement services and programs, order materials and maintain the collection.
- Supervise staff to include hiring, training, scheduling, job assignments, and annual evaluations.
- Advise, inform and guide the Board of Trustees regarding policies, services and budget for the Library.
- Oversee the maintenance, use and appearance of physical facilities.
- Use current technology and social media to promote the Library and all programs.

You Will Need To Have

- Minimum High School diploma but College Degree preferred.
- Strong communication, writing and speaking skills.
- Previous supervisory and/or library experience.
- Strong computer and networking skills.
- Ability to coach patrons in the use of Library technology.

Compensation Package Will Be

- Salary will be in the \$35,000 - \$45,000 range depending on experience/education.
- Accrued vacation
- Professional development
- Ohio Public Retirement System (OPERS)
- Earned sick leave
- Health care is negotiable

Please mail letter of interest, resume and three recent references to
Monroeville Public Library Search Committee, % Kathy Hohler, 3111
Standardsburg Rd., Monroeville, OH 44847 or email to
kat964@frontier.com. Applications will be accepted until the position is
filled. Start date will be 1 April 2024 or as negotiated.