

Position Title: Director
Department: Administration
Immediate Supervisor: Library Board of Trustees

The Library:

Fairport Harbor Public Library (FHPL) is a school district library serving the residents of Fairport Harbor. Annual revenue is from both state funding and a local property tax levy. FHPL enjoys a unique and beneficial relationship with the school and community of Fairport Harbor, Ohio. The Library Director reports to a seven-member Board of Trustees.

Nature of Work:

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; community outreach and public relations; and networking with professional and community leaders. The Library 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. This position works with a flexible schedule which may include weekends as well as evenings.

Duties: These include but are not limited to the following:

- *Leadership:* Maintain awareness of library trends and create and share vision of Library services and activities for the staff, Board of Trustees and public.
- *Relationship:* Build and develop relationships within the community, the region and the profession for the benefit of the Library and the community. Build relationships and communicate effectively with state and local government officials. Possess patience, tact, and courtesy to deal with the general public and ability to work harmoniously with others.
- *Board Relations:* Work in tandem with the Library's Board of Trustees to create and implement a strategic plan and policies governing Library operations and services. Ensure the Board is informed of all necessary information regarding Library operations and occurrences both in preparation for monthly meetings with concise reports and as needed to respond to specific actions or occurrences.
- *Management:* Administer the Library's strategic planning process and review. Set and model high performance standards characterized by integrity and develop other members of the library team by coaching, inspiring, and empowering people to achieve strategic objectives. Monitor library workflow to ensure all necessary operations occur on a regular basis. (May require actively participating to fill operational gaps as needed.)
- *Fiscal Operations:* Work with Fiscal Officer and Board of Trustees to manage relevant sources of funding, develop a budget, and forecast and monitor revenues and expenditures based on budget guidelines approved by the Board of Trustees.
- *Human Capital Management:* Attract, retain, and motivate staff to work toward shared objectives; supervise, assist, and evaluate staff and develop/guide team member efforts and abilities to achieve the goals of the Library.

- *Marketing:* Work with library staff to develop and communicate a message in harmony with the goals and mission of the Library.
- *Business & Facilities Management:* Work with Board of Trustees to maintain awareness of products and services and to insure contract terms favorable to the library and its users. Approve all contracts on behalf of the Library and acquire Board approval as required before approving contracts. Work with Fiscal Officer, the FHEVS Maintenance, and the Board when appropriate, to manage the library's building, grounds, equipment and larger facilities projects.
- *Policies and Procedures:* Identify needs and develop Library policies for Board approval. Monitor implementation of policies and procedures.

Qualifications for this job include:

- MLS/MLIS from an ALA-accredited program preferred but not required
- Work experience in public library management and supervision
- Experience providing direct customer service to the public
- Applied knowledge of library operations, material selection, organization, and access
- Experience planning and monitoring a budget preferred
- Proficiency in community outreach, presentations, communication
- Effective interpersonal skills and diplomatic management abilities
- Ability to recognize and respond to the library needs of the community and the local school system

Compensation:

- Compensation/hours: Compensation will be determined by experience and qualifications based on a 40/hour week salary.
- The FHPL benefit package includes: health insurance, retirement contribution, paid vacation, paid holidays and sick leave.
- Access to professional development.

Contact:

- To apply, email cover letter and resume to: jim.gutowski@fairport.lib.oh.us
- Fairport Harbor Public Library is an equal opportunity employer.