

POSITION: Library Director

Swanton Public Library is a school district library serving residents in both Fulton and Lucas Counties, with an annual budget of about \$700,000, with revenue from both state funding and a local property tax levy. The Director reports to a 7-member Board of Trustees.

DUTIES: The 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 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 5 full-time and 4 part-time employees. The Director is to ensure courteous, prompt, and comprehensive service to all library patrons in a cost-effective manner consistent with library policies.

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.

- ALA-accredited Master's degree in Library Science with 3 or more years of postgraduate 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.
- Ability to effectively use automated library systems, computers, and other library technologies.
- Effective interpersonal skills consisting of creative and diplomatic management abilities.
- Community engagement and development experience.

COMPENSATION: Salary range of \$50,000-\$62,000. Commensurate with experience and qualifications. The Library has a generous benefits package, including:

- Ohio Public Employee Retirement System (OPERS)
- Medical Insurance
- Paid Vacation, personal days
- Sick Leave
- Professional Memberships
- Access to professional development

DEADLINE: OPEN UNTIL FILLED

SEND resume, letter of application and professional references to: Swanton Public Library, ATTN: Board of Trustees, 305 Chestnut St., Swanton, OH 43558

Or send to: swantonplboard@gmail.com In subject line, please note: Library Director