

Library Director Job Ad

The Henderson County Public Library District, located in Biggsville, IL, is currently accepting resumes and seeking highly qualified applicants for the position of Library Director.

Reporting directly to the Board of Trustees, the Library Director is responsible for overseeing all aspects of Library operations to serve the public needs efficiently and effectively. We are seeking a candidate with strong communication skills and progressively responsible library service. This job requires a High School Diploma. Salary negotiable based on education and experience. Scroll down for the full job description.

Interested persons should apply by submitting a resume, cover letter and three references to hcpl61418@hotmail.com or 110 Hillcrest Drive, Biggsville, IL 61418. Questions may be directed to the same address or call 309.627.2450.

Henderson County Public Library District

110 Hill Crest Drive - Biggsville, IL 61418

hcpl61418@hotmail.com

Phone: 309.627.2450 Fax: 309.627.2830

JOB DESCRIPTION

Title: Library Director

Classification: Full Time, Non-Exempt

Reports To: Henderson County Public Library Board of Trustees

Salary Review: Annually

Position Summary: The Library Director is responsible for management of the Henderson County Public Library and carrying out the policies as established by the Board of Trustees

Essential Job Duties and Responsibilities:

Personnel

- a. Interview, hire, orient and train all library employees. This includes training in compliance with the Illinois Library Records Confidentiality Act.
- b. Assign work responsibilities to all classifications.
- c. Schedule all employees and approve work hours submitted for payroll including vacation scheduling.
- d. Conduct annual evaluations of all employees.
- e. Conduct monthly staff meetings.
- f. Supervises the library staff, directly or through appropriate delegation, to create a harmonious team environment.

Financial

- a. Work in conjunction with the Board of Trustees to create an annual Working Budget.
- b. Work in conjunction with the Board of Trustees and library attorney to create an annual Budget and Appropriations Ordinance.
- c. Work in conjunction with the Board of Trustees and library attorney to create an annual Tax Levy.
- d. Work in conjunction with the library attorney to assure compliance with all publication requirements and deadlines for required annual financial and reporting documents.
- e. Work in conjunction with the Board of Trustees to create a Salary Schedule.
- f. Develop and prepare the annual budget and related fiscal documents for the library board. Implement and manage the approved budget, and monitor and control expenditures. Oversee the ongoing business operations of the library.
- g. Preparation of annual audit & work with auditors

Administration

- a. Collect and maintain necessary statistics. Prepare and, with Board approval, submit the Illinois Public Library Annual Report (IPLAR) and District supplements as required by law.
- b. Collect and maintain necessary statistics. Prepare and, with Board approval, submit the annual Illinois State Library Per Capita Grant application.

Adopted: 4-1-19

- c. Participate in planning activities such as Strategic Planning, both short-term and long-term goals, Technology Planning, Space Development and Utilization Planning, Program Planning, and Financial Planning.
- d. Work in conjunction with the Board of Trustees to create and maintain relevant Policies and Procedures in accordance with local need, Serving Our Public, and other professionally recognized guides.
- e. Make recommendations to the Board of Trustees regarding changes to equipment including, but not limited to, all types of computing equipment, photocopiers, and phones.
- f. Create a work environment that encourages professionalism, innovation, and cooperation.
- g. Apply for grants would be beneficial to the library.
- h. Responsible for approving content on all promotional activities including print and online activities.
- i. Work to create cordial relationship with county, schools, and other appropriate organizations.
- j. Participate in RAILS activities including Committee work, and regional groups.
- k. Participate in RSA consortia of libraries in Central and West Central Illinois sharing a common library automation system.
- l. Develops the overall vision, goals and objectives of the library, integrating the ideas of the public, board and staff.
- m. Develops and coordinates the implementation of major projects that impact on all areas of library operations and services.
- n. Responsibility for resolving administrative and procedural emergencies.
- o. Prepares reports and recommendations for the library board.
- p. Prepares meeting agendas and materials and participates in Library Board of Trustees meetings.
- q. Posts board and committee agendas in the library and emails agendas Library website
- r. Responsible for developing print and non-print collections, including selection, organization, maintenance, preservation, withdrawal, and disposal of materials, either directly or through appropriate delegation.
- s. Directs the development, repair and maintenance of the Library building.
- t. Confers with State agencies, other public libraries, corporations, and community groups in the development of library programs for the community and assists in coordination interlibrary program efforts

Public Service

- a. Be attentive to library trends and their local implications.
- b. Be responsive to suggestions from within the Library District with regard to programming and collection development while providing programming and collection support to the diverse interests of the library district.
- c. Be an advocate of library service when addressing patron complaints or concerns.
- d. Community outreach/relations

Continuing Education

- a. Monitor and make use of continuing education opportunities that would benefit library service through additional staff or Director training.
- b. Make clear to staff that they are encouraged to take advantage of additional training when directly related to their library employment.
- c. Develops professional skills, knowledge, and abilities through workshops, conferences, professional affiliations, and examination of professional literature. Uses this knowledge to analyze and improve the library's public services, facilities, technology, staff development, and up-date the library board on current methods and trends.

Clerical

- a. Responsible for all ordering.
- b. Responsible for approving all forms created for internal use.
- c. Prepare monthly reports for distribution at Board of Trustees meeting.
- d. In cooperation with the President, Board of Trustees prepare all meeting agendas.

Other duties as assigned

Qualifications:

- High School Diploma
- Knowledge, experience, & interest in library work
- Professionalism and integrity in appearance and conduct both oral and written
- Thorough knowledge of the principles and practices of public library functions and administration
- Thorough ability to administer the activities of a public library and to supervise the work of others.
- Thorough ability to create, maintain, follow budget guidelines as set by the Board of Trustees.

Working Conditions/Physical Requirements:

- Ability to stand, walk, bend, kneel, crawl, reach, climb, balance, sit and lift up to 20 pounds to access library areas and materials
- Occasionally required to attend off-site meetings