

Library Director

The Tri Township Library District is a newly renovated and rebranded library seeking a dynamic and experienced Library Director to lead our thriving institution. This exciting opportunity offers the chance to be part of a growing library and contribute to its continued success.

Position Summary

Under the direct supervision of the Board of Trustees, the Library Director is responsible for overseeing all aspects of the library's operations. This includes planning, budgeting, staff management, community engagement, and assisting the Board with long-range planning and policy development. The Director will also manage library resources, organize collections, design and implement programs, and oversee building maintenance. The Library Director has ultimate responsibility for hiring and supervising all employees and volunteers.

Primary Duties and Responsibilities:

- Attend Board meetings, unless excused, and present requests that have been submitted.
- In partnership with the Board of Trustees, write and maintain an official mission statement for the library and develop long range plans to address anticipated community needs.
- Plan, implement and evaluate library services as established by the Board of Trustees.
- Prepare reports and other necessary statistical information.
- With the Policy Committee, develop and prepare updates of the Policy Manual for the Board of Trustees approval and assist in implementation of those policies.
- With the Personnel Committee, develop and prepare updates of the Personnel Manual for the Board of Trustees approval and assist in the implementation of those policies.
- With the Finance Committee, develop an annual budget, review monthly financial reports to ensure accountability to budget goals and oversee all Library expenditures in a fiscally responsible manner.
- Provide financial information and an independent audit as required by Illinois law.
- With the Finance Committee, advocate for funding necessary to meet Library needs through grants, fundraising and partnerships as necessary.
- Prepare ordinances, legal notices, grant applications (federal, state and foundation) and complete the required Annual Report for the state of Illinois.
- Review and propose salary and benefit plans for the library staff.
- Hire, supervise, evaluate, discipline, and dismiss personnel, within Board guidelines. Ensure that new employees receive orientation and training and that all employees receive in-service and development training.
- Maintain personnel files.
- Maintain and post equitable employee work schedules.
- Act as liaison between the Board and staff.
- Monitor the process, procedure, and function of all automation equipment.
- Approve charges for damage to items, wave minor fees or remove disputed items.

- With the Building and Grounds Committee, assess maintenance of library grounds and buildings and request purchase of lands or construction of new buildings when necessary and appropriate.
- Represent the Library /District on various professional association committees.
- Keep abreast of current developments in the library field by reading professional literature and attending conferences, workshops, and other training.
- Work with Adult and Youth Librarians and Cataloger to oversee the direction and scope of the collection.
- Oversee the cataloging of appropriate materials in accordance with AACRH, DDC and LCSH in appropriate format.
- Act as Safety Officer, FOIA Officer and OMA Officer.
- Perform such other duties as required by law, ordinance or Board action.
- Able to motivate, establish and maintain effective working relationships with associates, volunteers, other community agencies and the public.

Required Qualifications, Knowledge, Skills and Abilities:

- MLS or MBA preferred with 4 years related library experience but will consider BA or BS in related area with 5 years related library experience.
- Knowledge of Illinois Library Act.
- Able to communicate both orally and in writing.
- Knowledge of computers, the internet and commercially available library software.
- Able to work evenings and weekends.

Preferred Qualifications:

- Demonstrates interest in professional development.
- Understanding of library administration and supervision principles.
- Experience as a liaison between the library and the Friends of the Library volunteer group.

Salary Range:

- \$55,000-65,000 Yearly (May Vary with Level of Experience)

To apply please submit cover letter, resume and three professional references to HR@troylibrary.org.