

REFORM PUBLIC LIBRARY

JOB ANNOUNCEMENT

(Full-Time- 32-hours/week Non-Exempt-Benefits)

Hourly Rate: \$10.00/hour

Summary

Library Director

Responsible for developing and supporting all efforts necessary to maintain a public library which is responsive to the community's needs for information, education, and recreation. Working closely with the Board of Trustees, the Library Director assists in developing/updating library policies, monitors library services, develops library programs, develops and manages the budget, supervises other staff and volunteers, oversees the physical plant, and stays informed of developments in library management. In addition, the Library Director serves as the financial officer for the Board of Trustees. Reform Public Library is a small, rural library serving a community of about 1,625 citizens. The library houses approximately 17,950 material items, currently has 4 public access computers, and has an annual budget approximately of \$50,000 (including the director's salary and benefits).

Core Responsibilities

Manage library services, overseeing staff, coordinating with patrons and working to improve library facilities. Setting up community events and acting in a public relations role. Prepare budgets and negotiate contracts for services and equipment. Opening and closing the library, sorting mail, hiring employees, and implementing the library's program and policies.

Knowledge, Skills, and Abilities

- Thorough knowledge of the principles and practices of public library functions.
- Thorough knowledge of the principles and practices of public administration as applied to a public library.
- Thorough ability in oral and written communications.
- Thorough ability to administer the activities of a public library and to supervise the work of others.
- Thorough ability to make decisions in an environment of limited resources and competing claims.
- Thorough ability to establish and maintain effective working relationships with superiors, subordinates, associates, officials of other agencies, and the general public

Education and Experience:

Candidates for the position of Librarian Director should have a minimum of a Bachelor's degree from an accredited university preferably in a library related field with experience in a public library environment. He / she should also have experience in progressively responsible administrative positions.

Candidates should also possess a working knowledge of automated circulation software such as Atrium by Book Systems: office production software such as Microsoft Office including Word, Publisher, Excel, etc.; and financial software such as Quicken or QuickBooks.

TO APPLY

Application forms are available at the Reform City Hall, 104 3rd AVE SE, Reform, AL 35481 (Physical Address) and online at <https://www.pickenslibrary.com/reform.html>

Submit an application and resume no later than 4:00 p.m. 1 October 2021

US Mail/Delivery: ATT: Human Resources, 104 3rd AVE SE, Reform AL 35481

Email (PDF Only Documents or scanned): reformlib301@gmail.com

*****Note: A Background Check will be required upon selection of interview) *****