

Director Position
Jackson County Public Library

The Director serves as the chief operating officer of the library and is responsible for the administration of all library functions with the goals, guidelines, and policies established by the Library Board of Trustees. This responsibility includes the organization and dissemination of information and services through the effective utilization of library resources. The director is also responsible for the facilities, financial management, and the personnel of the library, under the governance and oversight of the board. The Director is expected to provide a leadership role within the library, the community, and the library profession.

Job Duties and Responsibilities

Works collaboratively with the library board and staff, community organizations and the general public to provide high quality library service

Proposes, implements, interprets, and communicates the library's mission, policies, and procedures

Manages the library's personnel including determining need, hiring, training, scheduling, monitoring, motivating, leading and evaluating staff directly and resolving problems

Leads the annual budget process, monitors the budget, prepares for financial forecasts, pursues grant opportunities

Supervises the payroll and accounting process; ensures the financial integrity of the library

Initiates and coordinates strategic and short-term planning; evaluates library services and programs

Oversees collection development, programming planning and implementation, public relations efforts, website development, facilities/grounds maintenance and repair

Complete all documents and reports required by KDLA as well as state and local government agencies

Skills, Knowledge, Abilities

Thorough knowledge of the principles and practices of public library functions

Thorough knowledge of administrative, managerial, and financial practices and their application to libraries

Ability to communicate effectively orally and in writing for internal and external audiences

Good interpersonal and communication skills, in person, by phone, and online

Ability to analyze issues, and to exercise good judgment to solve problems and make decisions

Ability to recruit, train, monitor, motivate, lead and evaluate the work of library staff

Ability to work independently, manage time and resources to achieve results, and appropriately delegate tasks

Ability to recommend, develop, implement, and communicate library policies and procedures

Ability to work a flexible schedule, including evenings and weekends

Skilled at working cooperatively and collaboratively with customers and staff to achieve results

Knowledge of current library technology, including how to use Microsoft Office software to create spreadsheets, reports, and other documents

Ability to establish and maintain effective working relationships with superiors, subordinates, associates, officials of other agencies and the public

Ability to make decisions in an environment of limited resources and competing claims

Ability to administer the activities of a public library and to supervise the work of others

Qualifications

ALA-accredited Master's Degree in Library Science is preferred and must hold or qualify for appropriate certification from the Kentucky Board for the certification of Librarians. Minimum requirement: Bachelor's degree, plus five years supervisory experience and must hold or qualify for appropriate certification from the Kentucky Board for the Certification of Librarians. Other requirements: Candidates must have a valid driver's license, must have a high level of comfort with technology, and be able to pass a background check.

Additional Comments

Jackson County/McKee is located 50 miles southeast of Lexington and the library serves approximately 13,494 people. The 2018-2019 budget for the Library, beginning with the new fiscal year in July, will be approximately \$410,000. The library provides computer and internet access, wireless service, genealogy research, bookmobile outreach and programming for all ages.

Salary \$28,000 - \$38,000 Based on experience and qualification

Benefits Paid holidays, vacation and sick leave

Application Procedure Please send your cover letter and resume, listing your qualifications for this position and at least three professional references, by 5:00 pm May 4th, 2018 to:

Jackson County Public Library

Betty Bingham

338 N. Main Street

McKee, KY 40447

606-287-8113