

The Perry County Public library is seeking a new director. Director will be responsible for the main library, Tell City, the branch library at Cannelton and a Bookmobile.

Letters of application and resumes can be sent to Patsy Alvey, 69 Altdorf Lane, Tell City IN 47586 or emailed to patsyalvey@gmail.com. See below for information.

JOB DESCRIPTION:

A Masters of Library Science and three years of library experience are required for this position.

Perry County Public Library Director Summary of Responsibilities:

The Director's primary responsibilities are to anticipate and fulfill the needs of Perry County residents utilizing all resources available. The Director is responsible for library operations, programming, collections and services, personnel, technology, strategy, public relations and outreach, marketing, buildings, grounds, equipment, budget, donor relations and fundraising. This is an exempt position. Evening and weekend hours will be required from time-to-time. Reporting Relationships the Director reports to the Board. All library staff report to the Director.

Essential Functions Communication:

- Leads and manages the internal and external communications and public relations of the Library.
- Solicits community feedback through a needs assessment process.
- Conducts regular staff meetings.
- Insures the Board is informed of all Library services, programs and collections.
- Pursues collaborations with the local school districts and businesses.
- Pursues partnerships to build offerings and audiences.
- Responsible for communication through social media and newsletters.
- Responsible for creating and supporting a professional, safe, inclusive and positive culture.

Board:

- Responsible for notice of all Board meetings, agenda preparation in collaboration with Board Chair, preparation timely and accurate Board meeting minutes and resolutions.
- Maintaining accurate and up-to-date Board agendas, minutes, resolutions and budgetary information in an easily accessible manner.
- Works collaboratively with the Board to identify training needs, financial needs, building a relationship of respect and teamwork.
- Responsible for Board orientation and training.
- Responsible for bonding of specific Board members. Personnel & Staff:
- Leads the recruitment, training, performance management and retention of qualified staff.
- Coaches, mentors and develops staff.
- Supports professional development among staff members.
- Creates opportunities for staff to suggest and implement improvements in Library services, programs and collections within a customer-focused framework that supports the strategic direction of the Library.

- Maintains current job descriptions, handbook and human resources policies and procedures.
- Insures performance evaluations are conducted in a timely manner. Management & Operations:
- Plans, organizes and prioritizes multiple projects and meets deadlines.
- Works collaboratively to solve problems and resolve conflict.
- Demonstrated knowledge of state, federal and industry agency rules and regulations.
- Develops, implements and maintains policies and procedures ensuring efficiency, compliance and best practices.
- Implements best practices in library management/administration.
- Insures decision making is data based.
- Oversees the utilization and maintenance of the Library's physical plant and grounds.
- Leads the day-to-day operations of the Library, including but not limited to: reference, circulation, programs, volunteer utilization, community outreach and public relations, staff development and training, and resource allocation.
- Responsible for the use and maintenance of technology to deliver, monitor and enhance Library services
- Stays abreast of demographic, usage and publication trends to make efficient use of limited collection resources

Budget/Finance:

- Works collaboratively with the Finance Manager and Board to create an annual budget.
- Implements and monitors approved annual budget.
- Maintains fiscal integrity.
- Responsible for monthly clear and complete reporting of Library finances to the Board.
- Insures that a professional audit of the Library's finances is conducted annually and the results are reported to the Board. Insures all corrective actions are implemented in a timely manner.

Strategic Planning & Community:

- Works collaboratively with the Board to develop and implement a strategic plan.
- Lead the community needs assessment insuring broad participation from various stakeholders.
- Works collaboratively with the Friends of the Library, donors and volunteers.