

**Job Title: Director, Rock Creek Public Library**  
**Salary Range: \$60,000 - \$70,000**  
**Reports to: Rock Creek Public Library Board of Trustees**  
**Location: Rock Creek, Ohio 44084**

Rock Creek Public Library is seeking a Director who will lead the library in an exciting phase of growth and outreach. The ideal candidate will have leadership skills, strong communication skills and experience with building programming and community relationships. The Rock Creek Public Library Director is responsible for leading a team of six staff members in fulfilling the library's mission and strategic goals. This is a great opportunity for a department or branch manager to take the next career step or for an experienced library director to make a change. The Rock Creek Public Library Trustees are serious about implementing new strategic goals, expanding library services within the community, and updating our facility.

**THE LIBRARY:** Rock Creek Public Library is a school district library serving residents in the Rock Creek, Roaming Shores and surrounding Jefferson, Ohio School District. Annual revenue is from both state funding and a local property tax levy. The Library Director reports to a seven-member Board of Trustees.

**DUTIES:** The Library Director is responsible for all aspects of library administration and services including implementation of library policies; managing operational, staff, equipment, collection, property, and facility needs; community outreach; public relations; and networking with professional and community leaders. The Director works with the Board of Trustees to recommend and determine the strategic direction and policies for the library. The Director also works with the Fiscal Officer to develop an annual budget for the organization.

**QUALIFICATIONS:** The candidate should possess excellent management, programming, budget, facility, and communication skills as well as believe that the staff and patrons are the most important assets to the library.

- Administrative and supervisory experience in a public library
- Minimum 5 years working in libraries
- Minimum 3 years supervisory experience
- Experience providing direct customer service to the public
- Applied knowledge of library operations, materials selection, organization, and access
- Experience planning and monitoring a budget
- Proficiency in community outreach, presentations, communication
- Ability to prepare comprehensive reports and present ideas clearly and concisely
- Effective interpersonal skills and diplomatic management abilities
- ALA accredited Master's degree in Library or Information Science, equivalent degree or experience is preferred

**COMPENSATION/HOURS:** Compensation will be determined by experience and qualifications. The Rock Creek Public Library benefit package includes:

- \* Ohio Public Employee Retirement System (OPERS)
- \* Health Insurance
- \* Paid Vacation
- \* Paid Holidays
- \* Sick Leave
- \* Access to professional development

This is a 40 hour/week salaried position, including at least one evening per week and at least one Saturday per month.

**APPLICATION DEADLINE:** July 24, 2024

**SEND** resume and letter of interest to email address:

[director@rockcreekpl.org](mailto:director@rockcreekpl.org)

In the subject line, please note: Library Director Search

July 6, 2024