



Director

The Jeffersonville Township Public Library is seeking an ambitious and innovative leader to serve as its director. The JTPL system has two locations to meet the recreational and informational needs of a growing and vibrant community of 59,000 people and has an annual budget of \$3.1 million. Both the main library in downtown Jeffersonville, IN and the Clarksville Branch Library in Clarksville, IN have recently undergone major renovations, including a building addition for the Clarksville Branch and a new Makerspace for the main library. The director reports to a seven-member appointed board of trustees. The successful candidate will oversee a staff of twenty-one full-time and sixteen part-time employees and will engage with community leaders and the community as he/she participates in local events.

Qualifications

Qualifications include an ALA-accredited MLS degree and ten years of professional librarian experience, with at least three years of supervisory experience. Experience as a public library director in a system serving a population of over 40,000 is preferred. Exceptional knowledge of current and emerging library technology and trends is essential. As the library director, you must apply for and maintain Indiana Librarian Certification 1, earning 100 LEUs (Library Education Units) within five years.

Compensation

An annual salary of \$75,000 – \$90,000 plus an excellent benefits package including health, dental, vision, life, short and long-term disability plans, sick and vacation leave, and library paid retirement fund will be available to the selected candidate.

Application Process

Applicants must submit a letter of interest, a résumé with three professional references, and the JTPL employment application. A full job description and the employment application are available to download and print from our website at <https://jefflibrary.org/about/jobs>. Please mail all materials to Jeffersonville Township Public Library, Attn: Debbie Beckham, 211 E Court Avenue, Jeffersonville, IN 47130, or email to dbeckham@jefflibrary.org.

The Board of Trustees will be reviewing applications and candidates until a director is selected. Applications received by January 25, 2020, will receive first consideration.

The Jeffersonville Township Public Library is an Equal Opportunity Employer.

JOB OPENING



JOB CLASS: Executive
POSITION TITLE: Library Director
REPORTS TO: Board of Trustees
SCHEDULE: Weekdays, Occasional evenings and weekends
SALARY: \$75,000 – \$90,000 annually plus an excellent benefit package
FLSA STATUS: Exempt, minimum of 40 hours per week

POSITION SUMMARY:

The Library Director serves as the chief administrative officer of the Jeffersonville Township Public Library taxing district under the governing authority of an appointed Board of Trustees. The Director is responsible for all functions of management necessary for the efficient rendering of library services to the public and for the maintenance of the buildings and grounds. The Director oversees library staff and engages with the community in outside events.

JOB REQUIREMENTS:

Education

ALA-accredited, MLS degree

Indiana State Public Library Certificate 1 (LC1) or qualifications necessary to become certified at this level
Participates in national, state, and regional library associations

Experience

Ten years professional library experience, with at least three years of supervisory experience
Experience as a public library director in a system serving over 40,000 population preferred

PERSONAL REQUIREMENTS:

- Committed to providing superior leadership
- Works well with staff and public
- Exhibits excellent written and verbal communication skills
- Outgoing and pleasant personality
- Good work ethic; works independently
- Helpful and understanding toward others
- Good record of dependability, promptness, and attendance
- Efficient and well-organized, able to multi-task on a daily basis
- Flexible, cooperative, and responsible
- Performs detailed work with a high degree of accuracy
- Discreet and able to maintain confidentiality
- Neat, clean and well-groomed
- Adapts to new routines easily

KNOWLEDGE, SKILLS, AND ABILITIES:

- Broad knowledge of professional library principles, methods, information resources, and practices
- Commitment to ethical behavior and to the core values of the library profession
- Ability to establish and maintain effective working relationships with the Board of Trustees, library staff, patrons, elected officials, contractors, volunteers, community organizations and the general public
- Ability to understand accounting and budgetary procedures required by the State Board of Accounts; analytical skills
- Working knowledge of library policies and procedures and the ability to explain these policies to the public
- Knowledge of managerial policies and practices related to the management of a library
- Knowledge of public relations and customer service methods, practices, and procedures
- Working knowledge of computer systems and applications including ILS, Internet, online databases, MS Office, and email; efficient keyboarding skills
- Exceptional knowledge of current and emerging library technology and trends
- Self-motivated and able to make informed decisions independently
- Ability to provide clear, concise oral and written communication including, but not limited to, public presentations, composing news releases, annual plans, and grant writing

DESCRIPTIONS OF TASKS:

Administrative

- Develops goals; plans, implements, and evaluates all library services
- Assure the library is in compliance with the Indiana Public Library law and meeting State Library Standards at all times
- Administers the library under the direction and review of the Library Board of Trustees, which is the governing body of the library
- Drafts and recommends policy to the library Board of Trustees and assures compliance with policies
- Prepares agendas for the Board of Trustees meetings in consultation with the Board President
- Attends all library Board of Trustees meetings, except when the director's salary and/or tenure is being discussed
- Serves as advisor to the Board of Trustees on professional questions
- Oversees the maintenance and care of the library facilities and equipment
- Oversees library programming, collection development, and collection maintenance
- Works closely with library managers to assure services are responsive to patrons' needs
- Helps inform staff members throughout the library of new and revised library services
- Interacts with staff and patrons on a regular and ongoing basis
- Identifies and resolves problems in a timely manner, using appropriate and effective problem-solving skills
- Reviews, executes, and monitors all contractual agreements between service providers and the library with approval of the Board of Trustees
- Responsible for risk management, assuring insurance audits and needs assessments are continually met and adjustments made as needed
- Prepares necessary reports and statistics
- Performs other duties as assigned

Financial

- Prepares the annual budget estimate for library funds
- Presents and defends budget requests before the Library Board of Trustees and County Council
- Directs and controls the expenditure of fund allocations within the constraints of approved budgets and within the guidelines of the State Board of Accounts Financial Manual

- Serves as the financial officer of the library
- Serves as the purchasing agent of the library
- Acquires a good understanding of Indiana public library financing law and budgetary procedures

Personnel

- Participates in personnel actions such as hiring, termination, assignment, and evaluation and directs the library staff in carrying out the vision and mission of the library
- Develops projections of resources and personnel necessary to meet established goals and objectives

Community / Public Relations

- Establishes and maintains ongoing contacts with elected County and City Officials
- Attends and participates in meetings with local civic groups and community organizations to promote good community relations
- Represents the library on various professional boards
- Serves as a liaison to the Board of Trustees, staff, and public to promote good communication among all parties
- Acts as advisor to and assists with fundraising efforts for the Friends of the Library and JTPL Foundation

Continuing Development and Training

- Recommends, plans, and implements new methods to meet changing technology needs and library trends
- Participates in professional conferences and workshops to keep informed of changes in the library field
- Establishes and provides for appropriate staff development and training opportunities
- Reads professional literature for current awareness
- Participates in an annual performance review with the Board of Trustees

ESSENTIAL SKILLS:

- Must be able to effectively communicate with others
- Must have manual dexterity to operate library equipment
- Must have adequate hearing, eyesight, depth perception, and color vision to perform duties
- Must be able to view computer monitor and perform mouse and keyboarding tasks with dexterity and accuracy for extended periods of time
- Must be able to walk, sit, and stand for extended periods of time
- Must be able to lift 10 lbs.
- Must possess a current driver's license and have a good driving record

<p>Adopted by the Jeffersonville Township Public Library Board of Trustees on July 29, 2008; Updated December 17, 2019</p>
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