

Director's Position

The Estill County Board of Trustees is accepting applications for the position of Library Director. The Director oversees daily operation of the library including, but not limited to, hiring and supervision of staff, building maintenance, managing the budget, preparing financial and narrative reports, preparing agenda for monthly board meetings, reporting problems and progress to the board of trustees, attending to maintenance and use of computers, operating the Atrium circulation programs, and overseeing library public relations.

Applicants must qualify for a Professional Certificate from the Kentucky State Board for the Certification of Librarians. ALA accredited MLS and supervisory experience is preferred. The successful candidate must have excellent interpersonal skills and be able to lead and work with a team. Experience with E-Rate funding applications, bookkeeping, public relations, and marketing a plus.

This is a full time position, and work hours may include day, evening and weekend hours. The starting salary is dependent on qualifications and experience. Benefits include single health insurance, contributions to 403b account, vacation and sick leave.

Job duties include, but are not limited to:

- Daily operation of the library including hiring and supervision of staff, building maintenance, and grounds maintenance
- Responsibility for staff performance reviews, coordination of training of employees, and human resource functions
- Performs collection development including weeding and selection of library materials as well as cataloging
- Prepares annual budget and other statistical reports including the annual report to the state
- Coordinates the procedure to obtain financial support via the local tax base
- Attends monthly meeting of board of trustees and report on all aspects of the library's operation
- Keeps technology plan up-to-date and plans for future expansion of technology to improve the library's services
- Implements a marketing plan for the library. Using the long range plan, works with staff and board to set goals and objectives for the library.
- Supervises outreach and in-house programming for the library's patrons

- Acts as liaison between the library and civic groups, clubs, community groups, and local government entities
- Maintains professional network via attendance at library meetings, conferences, and by various other means
- Acts as ex-officio board member and library liaison to Friends of the Library group

Physical requirements include:

- Reaching, bending, kneeling, crouching to retrieve and replace library materials
- Movement throughout the library locating and retrieving materials that assist patrons
- Ability to lift up to 30 pounds and push fully loaded book carts weighing 50 or more pounds

The Board seeks a candidate with excellent interpersonal skills and the ability and desire to develop a close working relationship with the staff and the citizens of Estill County.

To apply, send a cover letter, résumé, and three professional references to: Mary Carroll, President, Estill County Public Library Board of Trustees, 121 Francis Street, Irvine, KY 40336.

The deadline for submission is Saturday, May 15th, with the position starting in late June.

The Estill County Public Library is an Equal Opportunity Employer.