

DIRECTOR
Putnam County Library System
Full-Time

Summary. The Library Director is responsible for the administration of all library operations within the goals, guidelines, and policies established by the governing library board. The Director manages all phases of library operations and is expected to work successfully with staff, the board, county and city officials, and community stakeholders. The successful candidate will demonstrate strong leadership skills, exhibit a clear vision and commitment to librarianship, articulate and advocate the Library's strategic goals, provide sound fiscal management, and promote collaborative relationships throughout the community. The director reports to the Putnam County Library Board of Trustees.

Description. The Putnam County Library System's Board of Trustees seeks an enthusiastic, community-minded leader as its next Library Director. The Putnam County Library System (PCLS) serves a population of 74,553 with its main library in Cookeville, TN and 3 branches located in Algood, Baxter, and Monterey. The PCLS is a joint venture between the City of Cookeville and Putnam County and currently receives \$850,568 in allocations. During the 2015-2016 fiscal year, the library system circulated 372,604 digital and physical items, held 690 programs with 10,583 attendees, and had 18.5 FTE staff. The collection includes 85,000+ items.

Requirements. Preferred qualifications include a Master's in Library and Information Science from an ALA-accredited program and three years supervisory public library experience.

Compensation. \$45,000-55,000

Application Deadline. June 1, 2017

CONTACT: Send cover letter, resume, and three professional references to board@pclibrary.org.

The PCLS does not discriminate on the basis of race, religion, color, sex, age, national origin, or disability.

LIBRARY DIRECTOR

NATURE OF WORK

The library director serves as the chief officer of the library and is responsible for the administration of all library functions within the goals, guidelines, and policies established by the library board. This responsibility includes the organization and dissemination of information and services through the utilization of library resources. The director is expected to provide a leadership role within the library, the community and the library profession. The director serves as the official representative of the library.

EXAMPLES OF DUTIES

- Works with the library board to formulate and implement library policies and procedures.
- Meets regularly with the board to review and advise on library operation and policies.
- Submits an annual budget to the library board.
- Prepares specifications for competitive bidding when appropriate.
- Directs and monitors expenditures.
- Pursues supplemental sources of funding.
- Prepares grant proposals to fund new or supplemental programs and/or service needs and administers grants according to the specified guidelines.
- Prepares required state statistical reports and surveys.
- Files e-Rate.
- Directs the maintenance of the library building and grounds and recommends future space needs.
- Plans, organizes, coordinates and directs a balanced program of library service to meet the immediate and long-range goals of the library and the community.
- Provides short and long-range planning for the library.
- Hires, evaluates, promotes, and terminates staff.
- Acts as a consultant, mediator, and facilitator for the staff and branch managers.
- Manages and supervises the assistant directors, IT director, and branch managers.
- Represents the library and speaks before community, civic, and other groups regarding the objectives and activities of the library.
- Serves as intermediary for patron concerns, interpreting library policy, and resolving conflicts that arise.
- Supports and facilitates the work of the Friends of the Library.
- Participates in professional development opportunities.
- Assists patrons with reference, reader's advisory, and circulation of materials as needed.

CRITICAL REQUIREMENTS

- ALA accredited master's degree in library and/or information science and at least 3 years of public library experience with demonstrated managerial expertise preferred.
- Have the ability to maintain an effective working relationship with employees, board, volunteers, community agencies, governmental bodies, and the public.
- Have a desire to meet and serve the public.
- Have the ability to make administrative decisions, develop policies, and supervise staff.
- Have strong oral and written communication skills.
- Have leadership ability.
- Physical requirements include but are not limited to sitting, standing, pushing carts, lifting, stooping, reaching, and operating a personal keyboard. Accommodations may be made to enable individuals with disabilities to perform the essential functions.