

Accepting Applications for Linwood Community Library Director, Linwood, Kansas

Are you an enthusiastic, community-minded leader? Are you a visionary looking for an opportunity to shape a public library? If so, please consider applying to become the Linwood Community Library Director. The Library is located between Lawrence and Kansas City on Kansas Highway 32 and serves a population of just under five thousand. The library is a Service Center II Library with a budget of \$360,000 and is accredited by Northeast Library System (NEKLS). The successful candidate will demonstrate strong leadership skills, carefully steward financial and physical resources, foster a collegial and collaborative work environment, and create strong relationships between the Library and the community.

Qualifications:

- Bachelor's Degree required. Master's Degree in Library Science from an ALA accredited institution preferred or equivalent combination of education and professional library experience, preferably in an administrative or managerial/supervisory capacity.
- APPLE Certification training preferred.
- Previous library experience and/or experience working with the public preferred.
- A commitment to exceptional customer service and the ability to communicate positively and effectively with patrons of all ages and staff.
- Knowledge of Windows operating system, Microsoft Office suite, printers, use of the Internet and Internet-based software programs, and wireless access required.
- Strong understanding of Internet resources and research tools, social networking practices, and library databases.
- A desire to serve the public in a friendly, comfortable environment.
- Ability to work a flexible schedule to meet the needs of the library, including working evening and weekend hours to assist with special programs and events.

Position Details:

Schedule: 40 hours per week. Mon. 8:30 - 4:30, Tue./Wed./Fri. 10:30 - 6:30, Thur. 1 - 9 pm.
Salary: \$38,500 - \$45,000 dependent upon qualifications. The position reports to the Linwood Community Library Board of Trustees.

Essential Job Functions:

- With the Board of Trustees, executes and adjusts the library's Strategic Plan goals and projects for collections, services, staffing, and programs to meet community needs and to support the library's mission and vision.
- Develops policy recommendations for the board, prepares reports (including narrative and statistical reports), and effectively implements, follows, and enforces all current local, regional, and state policies and procedures.
- Responsible for the management of the budget, payroll, annual financial reviews, and cash flow, including comprehensive tracking of expenses. Prepares and recommends budgets, oversees library payroll and bills, and uses financial software to generate reports and statistics. Explains and answers all board member questions regarding expenditures.
- Acts as a liaison to the community on behalf of the library and responds to the changing needs of the District with innovative services and programs.

- Creates and cultivates a culture of communication, respect, and teamwork among library staff, volunteers, Board, Friends, and the broader community.
- Recruits, selects, trains, supervises, and evaluates library employees and administers personnel policies and procedures.
- Promotes volunteer recruitment, retention, and recognition program. Supports and works with the Friends of the Library to fundraise and further the mission of the Library.
- Responsible for all aspects of collection development of print, non-print, and electronic collections, including selection, organization, maintenance, preservation, withdrawal, and disposal of materials.
- Oversees and contributes to year-round programming for children, young adults, adults, and the Summer Reading program.
- Oversees technical services and assists staff by assigning call numbers, upgrading MARC records, and creating brief original MARC records as needed.
- With the Building Committee of the Board, supervises the maintenance of the library building, grounds, equipment, and furnishings.
- Attends monthly Library Board meetings, creates meeting agendas with the Board Chair, generates monthly financial reports and explanatory memos. Presents financial reconciliation report and prepares a monthly written director's report. Completes the annual state statistical report.

Other Duties:

- Manages and performs all circulation desk duties using the automated Next Search system, including circulation duties, patron registrations, interlibrary loans, and shelving.
- Provides reference and reader's advisory services.
- Provides technology training and troubleshooting for patrons.
- Provides conflict resolution directly with patrons on library issues and transactions.
- With Adult Programming Assistant, prepares, prints, and mails print newsletters.
- Communicates with colleagues within the Northeast Kansas Library System and with the NEKLS team of consultants. Stays informed of local, regional, and state legislative issues affecting library funding and services.

Additional Abilities:

- Practically apply the Library Board's vision and mission and manages change.
- Initiate, organize, and follow through on programs, services, and projects.
- Knowledge of current trends and developments in the library profession.
- Provide effective public relations and publicize the library's offerings to the community.
- Prepare grant requests and administer grant funds awarded.
- Ability to read and interpret complex policies, financial and statistical information, and prepare meaningful reports.
- Project a professional workplace image. Develop, strengthen, and maintain positive working relationships.
- Learn and teach new computer skills, programs, and interfaces to staff and patrons.
- Exercise good judgment at all times
- Performs other duties as required.

Physical and Cognitive Qualifications:

- Ability to read, write and understand written and verbal instructions proficiently in English.
- Ability to speak and hear to communicate with others; ability to hear and see various forms of library media and materials.
- Ability to utilize computer keyboard, mouse, and monitor.
- Ability to lift items ranging from 10-25 pounds and to push carts from 25-50 pounds
- Ability to reach heights up to six feet and bend to floor level

Apply: Send a cover letter, resume, and the names and contact information of three professional references to the Library Board Personnel Committee at board@linwoodlibrary.org. Position is open until filled.