

JOB ANNOUNCEMENT

**Hammond Public Library
564 State Street
Hammond, IN 46320**

TITLE: Director

REQUIREMENTS: Master's degree in Library Science from an ALA-accredited program. Librarian Certificate Level 1 (LC1) Ten years of professional library experience including at least three years of administrative experience. Leadership skills. Experience working with budgets. Effective oral and written communication skills. Strong commitment to public service. Ability to utilize and value the expertise and talents of staff.

LOCATION: Administrative Services

USUAL HOURS: 38 hours per week

MAJOR TASKS: Manage the Library System within established policies.

Administer the Library System. Recommend policies to the Board. Carry out all policies adopted by the Board.

Prepare and submit the annual budget to the Board for consideration.

Oversee marketing plan and strategy for the Library System.

Present negotiated items to the Board for consideration.

Participate and assist with fundraising efforts for the Library.

Approve and direct all purchases and expenditures within the limits of appropriations approved by the Board.

Hire competent qualified employees to carry out the vision and mission of the Library creed.

Formulate and recommend personnel policies, AR's and BP's and administer a program of supervision of staff and services. Be responsible for assignment of all personnel.

Meet all state requirements for professional certification.

Prepare annual report on the operation of the Library and other reports requested by the Board.

Provide professional leadership for the program of the library. Keep the Board continuously informed on the progress and condition of the Library.

Develop plans for maintenance, improvements or expansion of buildings and facilities needed to provide quality library service.

Responsible for reporting the financial progression of the Library to the Board of Trustees and other financial stakeholders.

Maintain an active program of public relations.

Attend professional meetings, workshops and seminars.

Plan the annual operation of the library to fit into the Strategic Plan.

Remain current and knowledgeable about the Library and appropriate methods of operations.

Perform financial compliance for the SBOA (State Board of Accounts)

Present remediation of the library and system repairs to be reviewed by Board for consideration.

DATE AVAILABLE: Immediately

SUPERVISOR: Library Board of Trustees

APPLICATION PROCEDURE: Those interested in this position should send their résumé and cover letter to Hammond Public Library Board President, Marty Wielgos at mwielgos@hammondsd.com.

LAST DATE TO SUBMIT: Until position is filled