



POSITION AVAILABLE

McKinley Memorial Library

Public Library of Niles

JOB TITLE: LIBRARY DIRECTOR

DATE: October 14, 2022

HOURS: Full-Time (40 hrs/wk), including occasional evenings and weekends

SALARY: starting at \$32-\$35/hour – negotiable based on experience

McKinley Memorial Library (MML) has been an essential community resource since 1908. We serve the school district of Niles and are located in a presidential memorial, which also houses the National McKinley Birthplace Memorial Museum – a separate entity. MML oversees the McKinley Birthplace Home, a replica museum that provides tours and also services as programming space for the Library. MML is a member of the CLEVNET consortium. We encourage professional development and are supported by an active and generous Friends of the Library organization. We offer a comprehensive benefits package, including paid vacation and sick leave, 11 paid holidays, voluntary benefits (health, dental, and vision), life insurance, and retirement through the Ohio Public Employees Retirement System (OPERS).

DUTIES & RESPONSIBILITIES: MML is hiring a Library Director to support our Mission Statement to create opportunities for community connections, provide information in many formats, and encourage lifelong learning for all. The Library Director will work closely with the Library Board and employees to support our Values of Service, Cooperation, Intellectual Freedom, Curiosity, and Community and Family Support. Reporting to a seven-trustee Board of Trustees, the Library Director will oversee a budget of \$2.1 million and a staff of 18. Essential functions of the job include, but are not limited to, supervising employees while providing direction, coaching, training and developing, hiring, and managing performance to organization goals and expectations; ensuring the overall administration and operation of the Library; resolving both routine and non-routine issues in a timely manner; overseeing the preparation and analysis of a variety of reports; and representing the Library in community organizations and state and national library associations. A full job description can be found at www.mcklib.org/employment

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Master's of Library (and Information) Science(s) degree, extensive experience in a public library environment with increasing responsibility, including 3-5 years' public library managerial experience. An equivalent combination of education, training, and experience may be considered. Knowledge of library services and operations; principles and practices of public library administration; and principles of intellectual freedom as they apply to public libraries. Skill in program and project management; and customer service principles, practices, and programs. Ability to plan, implement, and manage change within an organization. Valid driver's license, automobile insurance, and reliable personal transportation. Must pass a background check.

DEADLINE FOR APPLICATION: Open until filled, with preference given to candidates who apply by November 4. For consideration, applicants for this position must email a cover letter, resume, and three professional references to employment@mcklib.org.

McKINLEY MEMORIAL LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER

McKinley Memorial LIBRARY
PUBLIC LIBRARY OF NILES

40 North Main Street, Niles, OH 44446

- www.mcklib.org
- Phone (330) 652-1704
- Fax (330) 652-5788

Service
Curiosity
Cooperation
Intellectual Freedom
Community and Family Support