

Job Opening - Director for the Wayne County Public Library

Qualifications: Master's degree in library science or equivalent field - (MLS) from an ALA accredited program is preferred. Significant relevant library and management experience is preferred.

Starting salary is dependent upon experience and education (Range \$45,000 to \$50,000)

Generous Benefits package: Retirement, Medical Insurance, Vacation, Sick, and Holidays.

Send application and resume by e-mail to: [wcpl.ky.resumes@gmail.com](mailto:wcpl.ky.resumes@gmail.com) or by mail or in person to Wayne County Public Library 157 Rolling Hills Blvd. Monticello KY 42633. Deadline for submission is June 22, 2022.

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<b>Revised:</b>	May 18, 2022
<b>Position Title:</b>	Library Director
<b>Location:</b>	Wayne County Public Library
<b>Immediate Supervisor:</b>	Board of Trustees
<b>Scheduling:</b>	Fulltime/Salaried

The Wayne County Public Library Board of Trustees employs the Library Director as the chief executive officer of the library. The Director develops, administers, supervises, coordinates and evaluates the library district functions and facilities and the work of the staff. The Director performs managerial duties related to personnel, budget, collection development, building maintenance, promotions, and library operations and services in conformity with the policies established by the Library Board of Trustees. The Director has primary responsibility in the areas of executive communication/accountability to the Board, human resources, financial and facility management, policy development and planning, public relations, and general oversight of all other tasks necessary to maintain regular business operations. The Director works in accordance with the Library's mission statement and under the direction of the Board of Trustees.

**Executive Communication/Accountability to the Board:**

- Prepares meeting materials for monthly Board meetings
  - Prepares a meeting agenda in consultation with the Board President
  - Prepares a monthly financial report in consultation with the Board Treasurer
  - Prepares and presents an informational report, including monitoring data, special events, relevant trends, community needs, and operational developments
- Provides assistance and direction to the Board for strategic planning and works closely with the Board to carry out directives and priorities
- Completes necessary legal and financial paperwork on behalf of the Board, including special purpose governmental entity requirements such as budgets, financial disclosure statements, tax rate certifications, the KDLA annual report, and E-rate applications
- Maintains confidentiality of Board issues

**Human Resources:**

- Determines staffing needs and interviews, hires, schedules, trains, supervises, evaluates, disciplines, and dismisses Library staff members in accordance with Library policies
- Assigns duties, defines staff responsibilities, establishes lines of authority, and delegates work to staff
- Administers wages and benefits and recommends changes in staff schedules, job descriptions, salary scale, and benefits when appropriate
- Promotes professional development and continuing education among staff
- Fosters good staff morale and treats all personnel fairly, without favoritism or discrimination, while insisting on performance of duties
- Provides overall control of and direction for Library staff
- Maintains personnel files

**Financial and Facility Management:**

- Prepares and administers an annual budget, ensuring that the Library's funds are spent as planned and adequate control and accounting of all Library resources are accomplished
- Encourages fund development through grant writing, memorial programs, and requests to community service organizations
- Prepares and pays bills
  - Manages income and expense accounts, budget analysis, payroll, payroll liabilities, payroll taxes, bank statement reconciliation, and interest and investment accounts
- Advocates for financial support for the Library on a local, state, and national level
- Assures that the operational status, safety requirements, and overall appearance of Library facilities, grounds, furnishings, equipment, technology, and general inventory are properly maintained, updated, and safe for use
- Schedules necessary repairs and improvements and reports major or unplanned facility needs to the Board
- Develops plans for effective allocation and utilization of building space to meet the changing needs of the Library

**Policy Development and Planning:**

- Recommends, writes, revises, and communicates to staff policies for the effective and economical operation of the Library and its programs
- Envisions, implements, and delegates to staff Library services and necessary changes in those services to meet the needs and demands of the community
- Evaluates the services being provided by the Library in relation to specified goals and objectives determined in the long-range plan, and recommends modifications where appropriate

**Public Relations:**

- Establishes and maintains contact with local, state, and federal government representatives
- Works collaboratively with the Library Board and staff, community organizations and institutions, other libraries, government agencies, and the general public to provide high quality library services.
- Plans and administers advertising of Library services
- Prepares publicity materials for local media outlets and distribution within the community
- Takes part in state and national library organizations and initiatives when appropriate

**General Oversight:**

- Presents and promotes a professional atmosphere both in and out of the Library
- Carries chief responsibility to ensure that necessary operational obligations are met
- Oversees collection development, programming planning and implementation, public relations efforts, website development, technology updates, Bookmobile and other outreach services
- Develops and maintains an awareness of current library issues and trends.
- Establishes and maintains strong relationships with patrons and assures that the staff is responsive, pleasant, and professional with patrons
- Resolves special needs requests and addresses complaints by forging patron satisfaction and understanding of policies
- Acts as a backup to any level of staff support
- Performs related work as required and assigned for the efficient and effective operation of the Library

**Disclaimer**

- This job description is not intended to be an exhaustive list of all responsibilities, tasks, skills, attributes or requirements associated with this job. This job may require that duties be added or changed according to the needs of the library.

**Necessary Education, Skills, Abilities:**

- ALA Accredited MLS Degree preferred or Master's degree in Library Science or equivalent field, comprehensive knowledge of public library operations, aims, and services, and willingness to seek certification through continuing education
- Ability to manage a range of responsibilities with a high degree of discretion, judgment, and professionalism
- Broad knowledge of library materials, services, and operations - and commitment to excellent customer service
- Ability to determine and interpret community interests/needs and translate them to library services
- Ability to use MS Office software to create spreadsheets, reports, and other documents
- Firm command of verbal and written communication and excellent interpersonal skills
- High level of comfort with technology
- Dependable, motivated self-starter able to work a flexible schedule, including evenings and weekends
- Must possess a valid driver's license and reliable transportation.

**Minimum Physical Requirements:**

- Walking, standing, sitting, bending, stooping, and reaching
- Possible exposure to dust and mold
- Use of a computer monitor, keyboard, and mouse
- Lifting up to 20 pounds and pushing loaded book truck with up to 35 pounds of pressure
- Ability to communicate effectively using speaking, hearing, writing, and reading

## **Appendix C**

### **Wayne County Public Library**

### **Application for Employment**

Name \_\_\_\_\_

Date \_\_\_\_\_

Any applicant who provides information that is not requested on this form will be automatically rejected.

Anyone filling out this form may request any accommodation needed to complete this application.

In compliance with Federal and State Equal employment opportunity laws, qualified applicants are considered for positions without regard to race, color, religion, sex, national origin, age, marital status, or the presence of a non-job related medical condition or disability.

## Identification

Name: Last	First	Middle	
Street Address	Telephone Number		
City	State	Zipcode	E-mail

✓ Are you Under 18?    Yes     No

✓ Are you eligible to work in the United States?    Yes     No

## General Information

For what position are you applying? \_\_\_\_\_

Are you interested in full time work? \_\_\_\_\_    Part time work? \_\_\_\_\_  
Summer only? \_\_\_\_\_

Can you work evenings and weekends? \_\_\_\_\_

List professional, business, civic or volunteer activities and offices held: (Omit any group that would indicate race, color, religion, sex, national origin, or age).

\_\_\_\_\_

Have you been convicted of felony within the last 7 years?

✓ Yes     No

(If you have been convicted it does not automatically mean you will not be hired. What you were convicted of, and how long ago, are important.)

If yes, please state all pertinent information concerning each conviction, including date, place and nature of conviction:

\_\_\_\_\_

Have you ever been known by any other name(s) that the Wayne County Public Library will need to know to verify any of the information contained in this application?

✓ Yes     No

If yes, give names(s) and identify the related school, employer, etc. \_\_\_\_\_

List any other training, skills, aptitudes and qualifications which you believe are relevant to the type of employment you are seeking at the library:

Does the Wayne County Public Library **now** employ any of your relatives?

✓ Yes  No

If yes, please state:

Names (s) \_\_\_\_\_ Dept. \_\_\_\_\_ Relationship \_\_\_\_\_

### What types of jobs are you interested in?

Professional Librarian  Clerical/Secretarial  Custodial

Page  Technical  Driver

Other, please specify \_\_\_\_\_

### Education

Circle highest grade completed: 9 10 11 12 1 2 3 4 1 2 3 4  
High School College Graduate School

List all schools attended: High School, Technical/Vocational, College, Business, Military, etc.  
Use another sheet if necessary

School	Did you Graduate?	Certification or Degree Received	Major/Minor Subjects
Name _____	Yes <input type="checkbox"/>		
Address _____	No <input type="checkbox"/>		

School	Did you Graduate?	Certification or Degree Received	Major/Minor Subjects
Name _____	Yes <input type="checkbox"/>		
Address _____	No <input type="checkbox"/>		

School	Did you Graduate?	Certification or Degree Received	Major/Minor Subjects
Name _____	Yes <input type="checkbox"/>		
Address _____	No <input type="checkbox"/>		

Place of Employment

Position

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Duties

--

Address

Reason for leaving

--

Supervisor's Name

Dates of Employment

From

To

--

✓ May we contact this employer? Yes  No

Rate of Pay

--

Place of Employment

Position

--

Duties

--

Address

Reason for leaving

--



Supervisor's Name

Dates of Employment

From To

--

✓ May we contact this employer? Yes  No

Rate of Pay

--

Place of Employment

Position

--

Duties

--

Address

Reason for leaving

--

Supervisor's Name

Dates of Employment

From To

--

✓ May we contact this employer? Yes  No

Rate of Pay

--

Please list 3 Professional References (not related to you)

Name

Relationship

Phone Number

Name	Relationship	Phone Number

**Read carefully before signing**

I certify that the information given by me in this application is true and complete. I understand and agree that any false information, misrepresentation, or concealment of fact is sufficient grounds for either my immediate discharge without recourse or refusal of employment by the Wayne County Public Library.

I understand and agree that all information furnished in this application may be verified by the Wayne County Public Library. I also understand that any employment is subject to a satisfactory check of references and a Police Department background check. I hereby authorize all individuals and organizations named or referred to in this application and any law enforcement organization to give the Library all information relative to my employment, work habits, and character and hereby release such individuals, organizations, and the Library from any liability for any claim or damage which may result.

I understand and agree that my employment with the Wayne County Public Library is entered into voluntarily and that I may resign at any time. I understand that my employment is at-will and may be terminated for any reason with or without cause at any time and without prior notice.

Signature \_\_\_\_\_

Date \_\_\_\_\_