

MIDDLETON PUBLIC LIBRARY

307 Cornell Street
Middleton, Idaho 83644
208-585-3931
mymidlib.org

JOB ANNOUNCEMENT – LIBRARY DIRECTOR

The city of Middleton, a small, friendly, and warm-hearted place to live, seeks an experienced, dynamic, and visionary Library Director. The successful candidate must be able to maintain current library services and to give leadership for future growth. The library serves a population of approximately 8,500.

Expectations

- Committed to the mission and philosophy of public library service.
- Demonstrated skill in leadership and driving continuous improvement.
- Track record of excellent communication and interpersonal skills.
- Proven ability to work effectively with library board of trustees and community groups.
- Background in supervising and motivating staff members, volunteers, and community partners.
- Ability to maintain positive, courteous, and friendly manner with patrons of all ages, library staff, city administration, and professional colleagues.
- Demonstrated knowledge of library technology, digital skills, and library programming.

Minimum Qualifications

- Bachelor's Degree and at least three years of relevant experience.
- Administrative and supervisory experience required, with preference given to experience in a public library or municipal administration.
- The ability to complete all duties and responsibilities outlined in the "Major Duties and Responsibilities" section, below, and to meet the demands listed in the "Working Conditions" section, below.
- A Master's Degree is preferred.

Major Duties and Responsibilities

- Responsible for the day-to-day operations of the Library, including, but not limited to, reference, circulation, library programs, volunteer recruitment and management, community outreach, staff development, and physical plant maintenance.
- Supervises library staff members and schedules their work hours to create a harmonious and efficient team environment.
- With the Library Board, provides leadership and direction in the development of the library's short- and long-range library strategic plans.
- Participates in the recruitment and selection of library personnel.
- Responsible for developing print and non-print collections, including selection, organization, maintenance, withdrawal, and disposal of materials, either directly or through delegation, in accordance with the library's Collection Development Policy.
- Participates in the planning, organization, and management of technical and automation services for the library.
- Assists in the preparation of the library's budget for the ensuing fiscal year for consideration by the Library's Board of Trustees and the City Council. Manages the library's finances and ensures that expenditures are equal to or less than the approved total budget. Submits financial report and bills to be paid each month for the Board's approval. Maintains accurate financial records.
- Sees that library facilities and equipment are maintained properly, and coordinates maintenance and repair with the city's maintenance crew or outside services and contractors.
- Orders or delegates the ordering of all supplies needed for the library, including but not limited to, books and non-print resources, office and book-processing supplies, cleaning and restroom supplies, and items needed for library services and programs.
- Promotes interest in library programs through publicity, program brochures, cooperation with various community groups, and public contacts; addresses students, teachers, professional organizations, community partners, and civic organizations. Promotes the library at school events as needed.
- Prepares monthly fiscal and statistical reports for the Library Board and city, reports requested by the Mayor or City Council, and the annual statistical report for the state's Board of Library Commissioners.
- Prepares grant requests to public and private agencies. Administers grants as required by the grantor. Accepts or declines gifts in accordance with the library's Gifts and Sponsorship Policies. Serves as liaison to and prepares funding requests for the Friends of the Middleton Public Library and the Middleton Public Library Foundation.

Working Conditions

Duties are performed primarily indoors in an office/library environment. Duties require extended periods of standing, walking, sitting, and talking or hearing. Duties require occasional periods of climbing stairs, balancing, pulling/pushing items, lifting/carrying items, keyboarding, reaching with hands and arms, stooping, kneeling, crouching, or crawling. Lifting up to 50 pounds at a time is sometimes required. Vision requirements include close vision and ability to adjust focus. Must be able to do business math. Reading materials and verbal instructions require complex interpretation. Hazards are considered minor and controllable but may include exposure to human error and macro- and microaggressions from angry, sometimes hostile, patrons and/or staff. The noise level is usually moderate. Must be able to transport oneself to work-related meetings, workshops, training, conferences, and other library- and professional-related activities.

Closing Date

For first consideration, applications must be submitted by August 17, 2020, although applications will be accepted until the position has been filled.

Salary Range

This salaried forty-hour-per-week position has a pay rate of from \$22.00 to \$25.00 per hour and includes city employee benefits.

This advertisement is not intended as a complete description of all duties, functions, or responsibilities which the incumbent may be called upon to perform.

The Middleton Public Library follows all applicable local, state, and federal laws with regards to its nondiscrimination policy in employment or in the provision of services to the community.

To apply, send a cover letter, professional résumé, and list of professional references to the e-mail address below. Additional materials may be requested from finalists for the position. A non-library e-mail account is being used to make certain no staff members have access to the applications. Electronic applications must be sent to:

Library Director Search Committee

DirSearchMidIDLib@yahoo.com.