

## **Job Opening: Director, Linwood Community Library, Linwood, Kansas**

Are you a creative, enthusiastic, detail oriented visionary, community minded leader? 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 Level II accredited by Northeast Library System (NEKLS). The successful candidate will demonstrate strong leadership skills, and create strong relationships between the library and the community.

### **Qualifications:**

- Bachelor's Degree from an accredited college or university
- 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, use of social media, web design 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

### **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 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.
- 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.
- Recruits, selects, trains, supervises, and evaluates library employees and administers personnel policies and procedures.
- Promotes volunteer recruitment, retention, and recognition programs. Supports and works with the Friends of the Library to fund-raise and further the mission of the library.
- Responsible for 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.
- Oversee 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.
- Serves as the library's Freedom of Information Officer and is responsible for disseminating all information available to the public on the business and activities of the library including keeping records in the library and providing updates for the library's website regularly as well as seeing that any print information is distributed.

### **Other Duties:**

- Manages circulation desk duties using the automated Next Search system, including circulation duties, patron registrations, inter-library 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 (NEKLS) and with the NEKLS team of consultants. Stays informed of local, regional, and state legislative issues affecting library funding and services. Start Apple Certification within one year of hire.
- 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 25 pounds and to push carts 50 pounds.
- Ability to reach heights up to six feet and bend to floor level.

Schedule: 40 hours per week

Pay: \$20-\$22 per hour, depending on qualifications.

Health benefits provided

**Apply:** Send a cover letter, resume, and the names and contact information of three professional references to the Library Board Personnel Committee at [linwoodlibraryboard@gmail.com](mailto:linwoodlibraryboard@gmail.com). Position is open until filled.