

## **Job Posting: Director of the Lawrence County Public Library**

### **Immediate Opening**

#### **DESCRIPTION**

The Lawrence County Public Library (LCPL) is seeking an energetic, welcoming, and knowledgeable Library Director to lead and oversee daily library operations. LCPL serves a community of approximately 16,000 and currently has 5 full and 5 part-time staff. The Director oversees the collection, leads staff, has strong communication and public relations skills, produces fiscal reports, manages the library's budget while maintaining transparency, directs building management, and reports to the Library Board of Trustees ("board", "board members").

#### **DUTIES & SKILLS**

##### **Library Staff & Maintenance**

- Recruits, hires, trains (when appropriate) and evaluates library staff while holding to state and federal regulations and library personnel policies.
- Maintains effective working relationships and interacts with board members, staff, patrons, and the general public in a courteous and professional manner at all times.
- Oversees the care and maintenance of the library building, vehicles and grounds, ensuring that necessary work is carried out in a timely manner.
- Oversees the library's collection development plan for all demographics, while adhering to the library's withdrawal ("weeding") and special collection policies.
- Must have working knowledge of standard office equipment and office programs.

##### **Financial & Reporting**

- Prepares annual budget, ensuring the library operates in a sound and reasonable fiscal manner.
- Administers approved budget and expends funds within established guidelines.
- Prepares and provides reports in accordance with county, state, federal, and board of trustee requirements.
- Ensures materials are prepared for the annual audit in a timely manner.
- Ensures all required financial reports and filings are completed in a timely manner.
- Maintains all records in a well-organized and easily accessible area.
- Must be able to produce any document or record in accordance with the Open Records Act (KRS 61.870 to KRS 61.884).
- Stays informed of and prepares grant applications when grant opportunities are available to supplement local funding of library operations and development, and seeks additional funding opportunities as needed. This includes but is not limited to grants, donations, and federal subsidies.

### **Board Trustee & Meeting Duties**

- Evaluated yearly by board of trustees (formal) and library staff (informal, anonymous).
- Prepares documents, board updates, and reports for board meetings and provides copies of all needed documents to board members no less than 24 hours before meeting time.
- Provides notice of regular and special meetings to all news media that have formally requested notice in compliance with the Open Meetings Act (KRS 61.800 to KRS 61.850).
- Provides notice to the public of regular and special meetings by posting the notice and agenda at library entrances no less than 24 hours before meeting time.
- Must attend all board meetings unless extenuating circumstances.
- Maintains open lines of communication with the board members.
- Responsible for the orientation and training of all new board members.
- Works with the board to implement, review, and update the Strategic Plan and library policies.
- Maintains all required records, including personnel, financial, receipts for all purchases, and all required records of board meetings.

### **Public Relations**

- Keeps the public informed of LCPL services, materials, and policies through consistent marketing practices and the utilization of the library's social media platforms.
- Prepares and sends press releases on library operations and programs to local news media when appropriate.
- Strives to maintain a good working relationship with elected officials and community leaders.
- Develops and adheres to a public relations plan once approved by the board of trustees.
- Participates in various public interest and civic groups to represent the library as an essential part of the community.
- Develops and presents informational presentations to keep the community informed of library programs and services that are offered.
- Proactively addresses personnel and patron issues.

### **Other duties as needed or requested by the board.**

### **EDUCATION**

- A master's degree with at least 15 graduate hours in library science or library experience (no less than 5 years) is preferred, with the willingness and ability to obtain a Professional Certificate I or II through a KDLA-approved program within five years of start of employment.
  - If obtaining professional certification after employment at Lawrence County Public Library (LCPL) and participating in a tuition payment agreement, the candidate is required to stay employed with LCPL for a period of no less than 10 years after obtaining professional certification.

- A bachelor's degree and substantial library experience (no less than 10 years) in place of a master's degree will be considered, with the willingness and ability to obtain a Professional Certificate I or II through a KDLA approved program within five years of start of employment.
  - If obtaining professional certification after employment at Lawrence County Public Library (LCPL) and participating in a tuition payment agreement, the candidate is required to stay employed with LCPL for a period of no less than 10 years after obtaining professional certification.

### **PAY & BENEFITS**

Salary range of \$50,000-\$60,000 a year. Competitive benefits with health insurance and retirement are included in the employment package.

### **APPLYING**

- Applicants must submit a cover letter and resume with professional references.
- Applicants must pass a background check.
- Applications can be sent via email (Attn: Board of Trustees) to [lcplky.org@gmail.com](mailto:lcplky.org@gmail.com).
- Applications can be sent via mail to:
  - Lawrence County Public Library
  - Attn: Board of Trustees
  - 102 West Main Street
  - Louisa, KY 41230