

**The Board of Trustees of the Rockville Public Library (RPL), Rockville, Indiana, is seeking a full-time library director to oversee the RPL, a "Class B" library that serves the residents of Parke County. The director, as the administrative head of the library, is responsible to the board for the operation and management of the library.**

**Applicants must have Librarian Certificate 2 (LC2) - ALA-accredited MLS degree (or equivalent) with 3 years' professional library experience, per Indiana Code 36-12-11-6, or be able to acquire credentials within 2 years. The director must keep certification current at all times: complete 100 Library Education Units (LEUs) in each 5-year renewal cycle.**

### **Job Duties**

- 1. Plans, organizes, and manages the services of the library; establishes goals and measures accomplishments against recognized standards**
- 2. Manages financial interests of the library—prepares payroll, keeps detailed day-to-day ledger, balances bank statement monthly, oversees investments, pays all bills**
- 3. Supervises the maintenance of the physical facility—inside and outside**
- 4. Plans all library programs and is present unless other arrangements have been made**
- 5. Represents the library in negotiations, public relations, and other public events**
- 6. Recommends staff for hiring**
- 7. Actively seeks grants, gifts, and other new sources of funding for the library; prepares grant applications**
- 8. Manages a building addition project**
- 9. Multi-tasks—performs duties and is responsible for “working the floor” with patrons**
- 10. Manages all insurance business—health, property, workers' compensation**
- 11. Provides a leadership role within the library, community, and library profession**
- 12. Submits all reports required by the state in a timely manner**

- 13. Assists the board in the governance of the library by informing the board of the status of the library and recommending policy direction**
- 14. Remains current and knowledgeable about the library and appropriate methods of operation**
- 15. Maintains contact with Indiana State Library Professional Development Office and stays current with their activities**
- 16. Advises, consults, and confers with the Library Board, other libraries, professionals, State and local officials, citizens, and community groups**
- 17. Prepares all media releases and manages public relations**
- 18. Evaluates the performance of employees**
- 19. Prepares and presents library budgets for approval by the board**

**The successful candidate will be a community-oriented individual who values the opportunity to interact with the public as a hands-on director; has proven leadership skills; has a comprehensive understanding of library finances and budgeting and excellent overall financial management ability; is flexible and energetic; has strong communication skills and is comfortable with representing the library in the community; is knowledgeable regarding current technology and its use in public libraries; and has an overall understanding of current public library operations and services; has highly developed verbal and written communication skills, social skills, and adaptability; has extensive computer knowledge—website management, word processing, Excel, patron assistance; is willing to offer assistance to the community.**

**This is a professional 40-hour-per-week position that includes some nights and weekends.**

**Salary is based on qualifications and experience.**

**Please send resume by email to Cindy Hein at [heincindy@gmail.com](mailto:heincindy@gmail.com) or regular mail to Rockville Public Library, c/o Cindy Hein, 106 N. Market Street, Rockville, IN 47872. No phone calls please. Deadline for resumes is June 30, 2017.**