

## **Library Director ~ Jerseyville Public Library (Population 8,337)**

Under the administration of the Library Board of Trustees, this exempt position is responsible for the day-to-day library operations and for the supervision of all employees. The successful candidate will be an individual who is aware of the needs and interests of the Jerseyville community, but who is also able and willing to take the next steps to ensure that the library continues to move forward with innovative ideas and the latest in services and resources. The director will be an advocate for the library, enthusiastically participating in community events and forging strong bonds with community leaders, staff, the board, and the public.

### **Qualifications and Responsibilities**

- Bachelor's degree or equivalent experience, MLS from an ALA-accredited institution preferred
- At least five years of experience working in a library and at least three years of experience in Library administration and/or management preferred
- Strong leadership qualities with the ability to guide the library and engage with staff and library board in a professional manner that promotes trust and teamwork
- Acts as professional/technical advisor to library board on policy, finances, planning, library performance, and laws affecting libraries
- An understanding of current and emerging trends in library operations including customer service, technology, programming, and funding
- High-level managerial and leadership experience with a demonstrated ability to make sound financial and planning decisions
- Excellent communication and people skills
- Responsible for budgeting, bookkeeping, and fiscal matters, including grant writing
- Ability to recruit, develop, evaluate, and supervise library staff
- Continue to develop skills by attending workshops, professional meetings, conferences, and reading current literature
- Maintain memberships in appropriate professional library organizations
- Oversee the selection and maintenance of library materials
- Participate in community events to advocate for the library

**Per the City of Jerseyville policy for city employees, the new director must be a city resident or shall become a city resident within three months of the expiration of the employee's probationary period. Hiring preference will be given to applicants that are Jerseyville residents when all other qualifications are equal.**

### **Salary**

Minimum salary: \$42,500 commensurate with experience and qualifications; generous benefits package including IMRF.

**Location**

Jerseyville Public Library  
105 North Liberty Street  
Jerseyville, Illinois 62052

**How to apply**

Please submit a cover letter, resume, and two professional references using the contact information below. Please include your last name in the title of all attached files. Applications will be accepted through March 18.

**Contact information:** [directorsearch@jerseyvillelibrary.org](mailto:directorsearch@jerseyvillelibrary.org)

**EOE Statement:** Jerseyville Public Library is an Equal Opportunity Employer.