

The Monon Town and Township Public Library is looking for a full time Director to start on January 1, 2024. The Applicant must possess a Bachelor's Degree plus 15 hours of Library Science Credits and be able to acquire a Class LC4 certification within a reasonable time frame. In a community of just over 3000 people, including a growing Hispanic population, the Monon Town and Township Public Library (MTTPL) serves all ages through a myriad of materials and activities. The MTTPL is a member of the Evergreen Indiana Consortium. Our Historic Carnegie Library was completely remodeled with an addition in 1994 and has remained a Main Street icon for over 100 years.

DIRECTORS DUTIES:

Represents the library and speaks before community, civic, and other groups regarding the objectives and activities of the library

Recommends and administers public relations programs

DUTIES TO THE COMMUNITY:

Establishes and maintains effective working relationships with other governmental agencies, civic, and community groups and the general public

Plans, organizes, coordinates, and directs a balanced program of Library Science to serve all people in the community

Evaluates the effectiveness of library services in relation to the changing needs of the community

DUTIES TO THE STAFF:

Attends professional and other meetings, including the staff when appropriate

Provides in-service training programs for employee training and development

Supervises all library staff and communicates improvements and accomplishments

Recommends and administers policies on the procurement and processing of library materials to develop a well-rounded collection

FINANCIAL DUTIES:

Procures funding through grants from the State and Independent Institutions

Directs the maintenance of library buildings and grounds

Submits an annual budget to the Board

Directs and supervises the expenditures of library funds

DUTIES TO THE BOARD OF DIRECTORS:

Recommends and administers personnel policies for Board approval

Formulates and recommends policies to the Board

Implements library policies and procedures

Provides communication and discussion with the Board Members about important date-sensitive materials and/or information

SALARY AND BENEFITS:

Salary is negotiable based on qualifications and experience, beginning at \$45,000 - \$50,000

Paid time off including holidays, vacation, sick and bereavement time

Retirement savings through PERF

Health insurance

Apply via email (craver@nwhite.k12.in.us) to the attention of Clark Raver, Library Board President. Attach letter of interest, resume, and at least three professional references in .pdf format. Only electronic submissions in the proper format will be accepted. Applications will be accepted until the position is filled.