



# WESTERN DISTRICT LIBRARY

## **Library Director, Western District**

Full time, exempt position

Salary range: \$40,000 - \$45,000 (commensurate with experience)

Reports to the Library Board of Trustees

Basic benefits: vacation, sick days

The Western District Library is seeking a new library director to oversee all operations of an active community library. Candidate must be proactive, customer service oriented, employee-centric and be willing to take risks and to try different methods of bringing traditional and innovative library programs and services to the community of the Western District Library community.

The Western District Library is in an engaged rural area that serves approximately 4000 residents. The library has been serving this area since 1906 and is located in Orion, IL.

The Library is a rural district library, just south of the Quad-Cities area, with an annual budget of \$254,000 and an annual circulation of 21,000 items. There are 8 staff members, who work well as a team. The board consists of 7 elected community members who are very supportive of the library director and staff in providing services to the communities.

The successful candidate will possess strong written and oral communication skills, the ability to relate well to the public and library staff, have good organizational skills and be progressive. The director will be required to promote public relations and community outreach while establishing the library as a valued community institution. The candidate is responsible for planning, directing and evaluating library programs and services, as well as developing and implementing policies and procedures. Oversight of building, equipment and systems is also required. In addition to other duties, the candidate will also be responsible for day-to-day bookkeeping and the preparation of all legal and financial documents, including the budget and levy ordinances. Candidate should be proficient in Microsoft Office Suite, technology, and electronic resources. ALA accredited MLIS is preferred or equivalent library experience and other education.

Applications accepted until Tuesday, March 31, 2020. Please email cover letter, resume and 3 professional references to the Library board at [board@orionlib.org](mailto:board@orionlib.org). Questions please email or call (309) 526-8375.

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