

In response to an upcoming retirement, the Board of Trustees for Chillicothe Public Library District is seeking a dynamic, innovative and experienced Library Director. The successful candidate will be a forward-thinking leader who possess a passion for libraries, technology, and community engagement.

Job Summary:

The Director is the principal administrator for the library, and is responsible for providing exceptional services to our community. The Director oversees all aspects of library operations, including – but not limited to - staff mentoring and management, budgeting & fund management, collection development, programming & community outreach, facility management, advocacy, professional development, and strategic planning.

Key Responsibilities:

1. Leadership & Management:

- Develop and implement strategic plans aligned with Chillicothe’s community needs and library best practices.
- Supervise, mentor, and evaluate library staff; foster a positive work environment.
- Develop and implement library policies and procedures.
- Promote ongoing professional development for self and staff.

2. Budget & Financial Management:

- Prepare legal documents necessary to secure funding.
- Collaborate with Treasurer and bookkeeper/accountant to prepare monthly report.
- Prepare and manage the annual budget.
- Ensure financial resources are used effectively and efficiently.
- Seek and manage grant opportunities and other funding sources.

3. Board Relations:

- Collaborate with the Library Board to establish polices and long-term goals.
- Informs the Board of proposed changes to all policies and revisions.
- Attend all Board of Trustees meetings, create agendas, and provide a report on current workings of library and issues of note.
- Supports and implements Board decisions in a timely manner.
- Seeks and accepts ideas and suggestions from the Board, including constructive criticism.

4. Community Engagement:

- Develop and implement programs and services that respond to community needs.
- Cultivate partnerships with local Chillicothe organizations, schools and government entities.
- Represent the library at community events and meetings.

5. Library Operations:

- Oversee the acquisition, cataloging, and maintenance of library materials and resources.
- Ensure the library’s facilities are well-maintained and safe for patrons and staff.

- Utilize and integrate technology and eco-friendly practices to enhance library services and operations.

Qualifications:

- Master's degree in Library Science from an accredited institution (MLS/MLIS) preferred but will consider BA/BS degree in relevant field.
- Minimum of 4 years of experience in library setting, with a significant amount in a supervisory role.
- Strong knowledge of library operations, current trends, and best practices.
- Proven experience in budgeting, grant writing, and financial management.
- Excellent leadership, communication, and interpersonal skills.
- Ability to work collaboratively with a diverse range of stakeholders.
- Experience in community outreach and program development.
- Familiarity with the Chillicothe community, and surrounding areas is a plus.

Salary Range: \$65,000-\$100,000

Benefits: Health Insurance, IMRF, Vacation & Sick leave.

Application Process:

Interested candidates should submit a cover letter, resume, and contact information for three professional references to:

Chillicothe Public Library District
Attn: Board of Trustees
430 N Bradley Ave
Chillicothe, IL 61523

Email: sjezek@chillipld.org

Application Deadline: Opened until filled.

The Chillicothe Public Library District is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.