

White Hall Township Public Library Job Posting

Position: Library Director

Employer: White Hall Township Library, White Hall, Illinois. The White Hall Township Library serves a population of approximately 2,600. The Director works closely with a seven-member Board of Trustees.

Residence Requirement: The Director IS NOT required to live in White Hall Township.

Requirements

Experience: A library background is preferred but not required.

- Experience scheduling and supervising support staff and tracking payroll.
- Experience using computers and the internet, and knowledge of Microsoft Office. ▪ Experience working with the public to provide a service to all age groups.
- Ability to communicate effectively, both in writing and verbally.

Description: We are looking for a Director who has a vision for moving the library forward to enhance community involvement and provide innovative programs for all age groups. The position requires an individual who is a self-starter, capable of working without supervision, and can communicate with the Board of Trustees, community individuals and groups and other library staff throughout the county and state.

The Library Director manages the day-to-day operations of the library. Duties include:

- ▪Respond to patron requests, suggestions and complaints to provide friendly, courteous and accurate service to all users.
- ▪Organize and implement programs and events for all age groups.
- ▪Oversee the automation, technology and maintenance needs of the library.
- ▪Evaluate operations and activities of the library, plan for future needs, develop library collections and services.
- ▪Identify grant opportunities; develop and oversee grant proposals and submissions.
- ▪Monitor and oversee the cost and adequacy of insurance coverage and provide recommendations to the Library Board.
- ▪Pay library bills, make bank deposits and provide a monthly accounting of transactions to the Library Board Treasurer.
- ▪Collaborate with the Library Board Treasurer to prepare the library budget.
- ▪Access and apply State of Illinois and Federal library policies to manage the library and the library staff.
- ▪Identify and attend conferences and professional development programs.

Work Schedule

The Director will work a minimum of 26 hours per week. The position is considered a salaried position with vacation, sick leave, and personal time.

Salary

Competitive salary range starting at \$16 per hour. Salary will be based on candidate's qualifications.

How to Apply

If you are interested in applying, complete the attached application and return to the White Hall Township Library or mail to 119 E. Sherman Street, White Hall, IL 62092

For additional information contact:

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