JOB ANNOUNCEMENT: LIBRARY DIRECTOR

Under the general supervision of the nine member Peach Public Libraries Board of Trustees, the Library Director provides administrative and managerial oversight of the Library. The Director plans, organizes, directs, evaluates and reviews the Library’s resources, personnel, facilities, services and programs to respond to the needs of the Peach County community.

With a $500,000 annual budget, the Director will lead the library staff to develop new opportunities for community involvement, collaboration and support for library programs and services. The Director cooperates with the Library Board and staff in setting service levels and determining goals and objectives for future development of the library system.

Peach Public Libraries is a rural, single county library system located in Central Georgia. As a member of the Georgia Libraries PINES network, Peach Public Libraries circulates nearly 50,000 items annually to library users in Peach County and across the state of Georgia. Peach Public Libraries’ combined collection of approximately 75,000 holdings are housed in the 17,500 square foot Thomas Public Library (headquarters) in Fort Valley, GA and the 6,200 square foot Byron Public Library (branch) in Byron, GA.

A Master’s degree in Library Science or Library and Information Science from an ALA-accredited university is required. Five (5) years of professional Librarian experience, including two (2) years of administrative and supervisory responsibility at a management level is also required. Successful prior experience as a public library Director or Assistant Director is desirable.

Applicants must possess or be able to obtain a minimum Grade 5 Georgia Librarian Professional Graduate Certificate from the Georgia State Board for the Certification of Librarians, Office of Secretary of State of Georgia.

Essential duties include: coordinates and directs a balanced program of library services; oversees preparation and submission of reports to Georgia Public Library Service, including Annual Report and Application for State Aid; prepares and presents budgets to the Library Board and funding agencies; attends all meetings of the Library Board of Trustees and those required by Georgia Public Library Service; maintains minutes of Library Board of Trustees; employs and reviews the performance of library staff; maintains effective relationships with funding agencies, civic and community groups, and the general public; develops long-range plan to meet the changing needs of the library system and the community; oversees the maintenance, repair, renovation, expansion, and construction of library facilities.

Essential skills include: excellent administrative, financial planning, budgeting, communication, and personnel management skills; ability to speak to diverse groups concerning library affairs; knowledge of current technology and an understanding of its use in providing library service; ability to handle critical incidents and resolve conflicts involving staff, materials, or facilities; ability to participate in meetings and conferences both within and outside of normal working hours; ability to inspire and lead staff; and initiative, awareness and vision in developing library services.
Salary is based on Georgia Public Librarians Salary Scale and previous experience.

A strong benefits package is available, including participation in Georgia State Health Benefit Plan, Georgia Merit System Flexible Benefits Program, and the Teachers Retirement System of Georgia retirement plan.

To apply, please submit a meaningful cover letter, resume, and three (3) letters of recommendation to Attention: Alan Harkness, Assistant State Librarian for Library Development, Georgia Public Library Service, 1800 Century Place, Suite 150, Atlanta, Georgia 30345-4304 or aharkness@georgialibraries.org via email. Initial applicant screening performed by Georgia Public Library Service on behalf of Peach Public Libraries Board of Trustees.

Applicants chosen to move forward in the selection process will be required to provide additional documentation including, but not limited to, proof of graduation, licensure, and current criminal background check. Applicants may be required to submit to a pre-employment drug test.

Review of applications will begin on September 3, 2012 and will continue until position is filled.

Peach Public Libraries is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (including pregnancy), national origin, age, disability or genetic information.

Peach Public Libraries is a drug free work environment.