

**Part-time Library Director
Odell Public Library
Morrison, Illinois**

Introduction

Odell Public Library of Morrison, Illinois is seeking a dynamic and energetic professional with a strong work ethic who provides high-quality library services to the community.

This is a part-time position with the Director working 25-27 hours/week. Pay will begin at \$17.50/hour with a possible increase after 90 days. Hours are flexible, with paid time off, and contributions to the Illinois Municipal Retirement Fund (IMRF).

Morrison has a population of 4,000 with the library currently serving 1,031 patrons through an in-house collection of approximately 30,000 physical items, 24,000 electronic books and audiobooks, and eleven public computers. The library is part of the Prairie Cat Consortium interlibrary loan system and has a physical item circulation count of 24,300 materials yearly.

Morrison is the county seat of Whiteside County in Northwest Illinois. For more information about Odell Public Library, visit www.odellpubliclibrary.com or search for Odell Public Library on Facebook.

Basic Job Qualifications:

A degree in Library Science and/or a Library Technician Diploma would be preferred, however, consideration will be given to candidates with a post-secondary education, training in Library Information Science, or any relevant work experience.

Job Responsibilities

It is understood that some of the following may be delegated to the staff, but the responsibility for the successful completion of the work remains with the director.

- Administrative role: Hire and supervise library staff; implement policies as established by the board; receive and expend funds according to budget; oversee services.
- General advisory role: Advise the board on issues from policymaking to budget preparation; inform the board about developments in the library field.
- Financial role: Prepare draft budget for consideration by the board; participate in presentation of the annual budget; prepare grant applications
- Reportorial role: Prepare periodic budget reports and reports on circulation statistics or other relevant data; prepare annual report for ultimate submission to state library.
- Collection management role: Oversee selection of all materials; catalogue and process materials according to accepted standards; weed materials in accordance with established policies; advise the board on collection development issues.
- Facilities management role: Oversee maintenance of grounds and buildings; oversee custodial staff; oversee safety programs and state and federal regulations.
- Public relations role: Interface with community members and groups to develop support for the library; prepare publicity plans and handle media relations.

Qualities the Board is Seeking

- Excellent interpersonal skills, with the ability to facilitate discussion and build consensus.
- Excellent communications skills, including public speaking ability.
- Administrative skill, especially the ability to supervise staff and delegate responsibility, fairly and in accordance with board policies and state and federal laws.
- Ability to work well within lines of authority and to accept decisions made by the board
- Excellent analytical skills. Ability to work with and manipulate statistical data.
- Ability to work with electronic media, including computers and the Internet.
- Ability to handle complaints and controversy with objectivity.
- Ability to plan and handle multiple, competing priorities, and accommodate deadlines.

Applications will be accepted from October 1-15, 2024. Please submit a complete resume with cover letter including three business/professional references.

Information may be sent to:

Odell Public Library
Attn: Marc Adami
307 S. Madison St.
Morrison, IL 61270

Or submit to:

marcadami53@gmail.com

The search committee appreciates the interest of all applicants, but will only contact those who have been selected to be interviewed.