

ODELL PUBLIC LIBRARY

MORRISON, ILLINOIS

LIBRARY DIRECTOR JOB DESCRIPTION

Welcome to Morrison and Odell Public Library:

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

Located in a town of 4,188 people, the library serves its 1,265 patrons through an in-house collection of approximately 36,000 print materials, 7,000 audio books, 700 videos, 33,300 electronic books, and thirteen public computers. The library is part of the Prairie Cat Consortium interlibrary loan system and has a physical item circulation count of 26,772 materials yearly.

Summary of the Head Librarian Position:

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

The Head Librarian is the chief operating officer of the library with responsibilities for implementing Library Board policy. The Librarian shall recommend, design, direct, supervise, and evaluate an active program of educational, cultural, and informational services which meet the needs and desires of the city of Morrison. The Head Librarian, whose weekly hours shall range from 28-30 hours, shall offer our citizens an opportunity to learn, enjoy, and experience the world through the access to a wide variety of materials, programs, and services.

Basic Job Qualifications:

A Master's Degree in Library Science from an ALA accredited college or university is preferred; however, consideration will also be given to candidates with:

- A degree in Library Science and/or a Library Technician Diploma
- Or a post-secondary education in a relevant discipline
- Or training in Library Information Science and/or
- Relevant work experience

Qualifications & Duties:

1. Plan, organize, coordinate, and implement public library operations, including hiring and supervision of staff

2. Develop and supervise a volunteer program
3. Plan, implement, and supervise an active public relations program on behalf of the library based on knowledge of community library needs and resources
4. Provide programs that reflect the needs and interests of the library's community and strive to make the library environment pleasant to meet the needs of all patrons.
5. Review the impact of current legislation on library programs and budget for presentation to the board.
6. Attend conferences and workshops on library issues as approved by the library board
7. Establish cataloging policies and procedures for the library
8. Develops the library's collection by supervising acquisitions, subject matter, and media choices
9. Maintain interlibrary loan capabilities, technology, and duties
10. Develop, present, and evaluate strategic plans, policies, and trends
11. Read, analyze, and interpret professional journals, technical procedures, and government regulations to best serve the library's needs
12. Operate the library computer system and personal computer, including a variety of computer software programs
13. Develop the annual library budget, in consultation with the library board, and monitor revenues and expenditures in accordance with state statutes and city procedures
14. Pursue, prepare, and administer Federal, State, and private grants that will enhance the mission and goals of the library
15. Coordinate building and grounds maintenance and upkeep

Personnel Development

1. Plan, direct, and coordinate the library employee work plan; meets with staff to identify and resolve problems; assigns projects and areas of responsibility; review and evaluate work methods and procedures for all library functions
2. Assure that the staff is responsive to patrons and interacts with them in a friendly and professional manner
3. Coordinate training and continuing education for all staff members
4. Encourage staff to maintain an awareness of technological advancements

Community Involvement

1. Meet with peers in neighboring communities to encourage cooperative problem-solving and development of mutually beneficial projects with other towns and school libraries
2. Maintain contact with the city and school officials and serve as a liaison and representative for the library with professional, community, business, civic, and governmental groups and organizations

3. Serve as a liaison to the Odell Public Library Friends group and the Odell Public Library Foundation and advise them of the needs of the library
4. Keep the public informed about library services and activities through creative use of media
5. Envision the library's future role in the community and initiate change to meet those needs
6. Effectively present information and respond to questions from the Library Board, city officials, vendors, employees, and general public

Board Relations

1. Implement library policies as set by the Library Board
2. With the input of the Library Board, staff, and patrons, develop a strategic plan for the library
3. Helps with Board orientation and development and assist with creating the agenda for monthly Board meetings
4. Provide recommendations to the Board and maintain confidentiality

Working Conditions

Office space is provided, but the position has considerable interactions with library patrons, staff, Board members, city employees, and officials and requires that the head librarian be readily accessible.

Other Information

Odell Public Library offers a rewarding and challenging career in a small, rural community. The position includes a modest salary depending on hours worked, paid vacation, and a retirement plan.

Applications will be accepted from August 1 – 15th, 2019. 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

madami.odell@gmail.com

The search committee appreciates the interest of all applicants, but will only contact those who have been selected to be interviewed. A notice will be posted when the position has been filled.