



Bartholomew County Public Library

Position Title: Library Director

Supervisor's Title: Library Board of Trustees

Hours: Full-Time

FLSA Status: Exempt

Purpose

Works with the direction of the Library Board of Trustees to assume advanced professional responsibilities concerning budget, planning, policies, and personnel associated with creating and maintaining public library resources and services.

Essential Functions and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Financial & Resource Management

- Develops and oversees the library's budget, expenditures, investments, insurance, contracts, and other financial resources.
- Seeks out grant opportunities to support innovative services, technologies, and other library needs.
- Works closely with the Friends of the Bartholomew County Public Library to coordinate fundraising efforts that support library priorities.

Library Services & Operations

- Provides executive oversight of library services, programs, collections, technology, facilities, safety, and operations to ensure effective and responsive service throughout Bartholomew County.
- Ensures library facilities, grounds, and infrastructure are maintained, safe, and positioned to meet evolving community needs.

Strategic Leadership & Personnel Management

- Establishes a clear organizational vision and works with staff, leadership, and stakeholders to translate that vision into strategic priorities, work plans, and measurable outcomes.
- Anticipates emerging library trends and community needs and identifies opportunities for innovation and organizational improvement.
- Provides executive oversight of staffing, personnel practices, leadership development, performance expectations, and systemwide coordination.
- Participates in professional meetings and conferences and maintains active involvement in professional library organizations to stay informed of emerging practices and strengthen professional connections.

Board Governance & Policy

- Works closely with the Board of Trustees to support effective governance, policy development, oversight, advocacy, organizational reporting, and advancement of library priorities.
- Ensures Board of Trustees meeting materials, including agendas, minutes, monthly reports, and old and new business items are shared and received in a timely manner.

Community Engagement & Partnerships

- Represents and promotes the library throughout the community, building partnerships that strengthen its visibility, impact, and responsiveness to community needs.
- Serves as a visible and effective advocate for the library with county administration and local, state, and national elected officials.

Qualifications

Minimum Qualifications:

- Master of Library Science degree from an ALA accredited library school
- Qualification for an [Indiana Librarian Certificate 1](#)
 - Six years professional library work experience that includes three years administrative experience (as a director or supervisor of at least two staff with MLS degrees)

Preferred Qualifications

- Experience developing and implementing long-term facilities plans, including managing historically significant buildings, preservation requirements, capital planning, and future facility needs.
- Success building community partnerships and outreach initiatives that expand the library's visibility, strengthen relationships, and respond to community needs.
- Strong financial management and planning experience, including developing and managing budgets, establishing priorities, evaluating investments, and aligning resources with strategic goals.

Knowledge, Skills, and Abilities

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily.

- Ability to plan and direct activities of personnel with understanding of current library organizational procedures and techniques
- Cooperative attitude and dependability; ability to organize work and exercise good judgment
- Proficiency in spoken and written English
- Ability to establish and maintain effective working relationships with library users and staff members
- Interest in community needs and activities and their relationship to library goals and objectives
- Ability to foster a positive, collaborative, accountable, and team-oriented organizational culture

Physical Demands

- The employee frequently is required to:
 - Stand, walk, and sit
 - Use hands and fingers to handle books, paper, and technology
 - Speak and listen to others
 - See and read
- Capability to travel to outreach events, community meetings, training, and conferences

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.