TIPPECANOE COUNTY PUBLIC LIBRARY

POSITION TITLE: County Librarian
DEPARTMENT: Administration
FLSA: Exempt
SUPERVISOR: Library Board
SALARY SCHEDULE CLASSIFICATION: Director

JOB OBJECTIVE:
The County Librarian serves as the executive leader of the Tippecanoe County Public Library (TCPL), providing strategic direction and organizational oversight for the entire library system. Reporting to the Library Board of Trustees, the County Librarian advances the library's mission, implements Board-approved priorities and policies, and ensures responsible stewardship of public resources. The County Librarian leads organizational excellence, builds community partnerships, and advocates for the Library's long-term success.

Essential Duties and Responsibilities

Executive Leadership and Strategic Direction

- Provide executive leadership and establish strategic priorities that advance the Library's mission and long-term sustainability.
- Lead strategic planning, organizational development, and performance evaluation to ensure effective, responsive library services.

Board Relations and Governance

- Collaborate with the Board of Trustees to advance organizational priorities, develop policies, and support effective governance.
- Support effective board governance through professional guidance, orientation, continuing education, clear communication, and informed decision-making.

Financial Management

- Provide executive oversight of financial management, including budgeting, reporting, forecasting, resource allocation, and long-term fiscal sustainability.
- Identify and pursue funding opportunities, partnerships, and alternative revenue sources to support organizational priorities.

Operations and Administration

- Provide executive oversight of system-wide operations, ensuring effective and consistent services across all locations.
- Establish organizational priorities and accountability measures that promote operational efficiency and continuous improvement.

Organizational Leadership and Staff Development

- Lead and develop the library's management team, providing executive oversight of personnel administration and organizational and staff development.
- Foster a positive organizational culture that values collaboration, accountability, professional growth, and open communication.

Community Engagement and Advocacy

- Represent and advocate for the library with elected officials, professional associations, community organizations, partners, stakeholders, and the public.
- Maintain a comprehensive working knowledge of local, state, and federal statutes, ordinances, and regulations.
- Develop strategic partnerships and strengthen community relationships to advance the library's mission, visibility, and public support.

Facilities and Technology

- Provide executive oversight of the maintenance of facilities, capital planning, infrastructure, and technology investments across the library system.
- Ensure long-term capital and technology priorities align with organizational goals and evolving community needs.

Library Services and Programming

- Provide strategic oversight of library collections, programs, and services to ensure quality, innovation, and responsiveness to community needs.
- Promote equitable access to information, intellectual freedom, and inclusive library services consistent with the library's mission and policies.

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) or 10 years professional library work experience.

Preferred Qualifications

- Demonstrated executive leadership experience overseeing complex organizations, including operations, fiscal management, capital and long-range planning, and organizational culture development.
- Experience working effectively with governing boards, developing policies, and implementing strategic plans.
- Commitment to intellectual freedom, inclusive library services, innovation, and data-informed decision-making.