

Job Title: Director
Job Category: Full Time, Exempt
Department: Administration
Salary: \$90,000-\$105,000 (placement negotiable depending on experience and qualifications) and an excellent fringe benefits package.

Submit Application: Online: www.twinsburglibrary.org/jobs
Mail: Twinsburg Public Library
Attn: Mark Durbin
10050 Ravenna Rd.
Twinsburg, OH 44087

JOB SUMMARY

Under the direction of the Twinsburg Public Library Board of Trustees, the Director's primary responsibilities are to maintain the Twinsburg Public Library in ways that anticipate and fulfill the needs of the Twinsburg School District community, utilizing all resources available. The Director is responsible for every phase of library strategy, including administration and management of operations, programs, collections and services, library staff, multi-faceted strategic plan implementation, technology, public relations, outreach and marketing, buildings and grounds, equipment, and budget. The executive director is to work independently following the policies of the Twinsburg Public Library Board of Trustees. The Director may also serve as the Library's Deputy Fiscal Officer.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Recommend to the Board library programs, policies, and expenditures of funds.
- Conduct the policies and decisions of the Board as they affect both patrons and employees.
- Appoint and specify the duties of other employees, and shall be responsible for the proper direction, motivation, and supervision of the staff.
- Care for and maintain the library property for selection.
- Oversee the collection and disposal of library materials.
- Ensure the efficiency of library services to the public.
- In concert with the Fiscal Officer, develop and recommend an annual budget and administer expenditure of funds within budget constraints.
- Appoint, promote, dismiss, and take any other personnel action without prior approval of the Board.
- Conduct annual performance evaluations of other staff members and conduct regular staff meetings for the communication of Board policies and decisions to the staff.
- Attend all meetings of the Board and committees. Provide a monthly written report of library operations and circulation to the Board, and regularly report library services to the public.
- Represent the library in the greater community through associations with other libraries and local and state organizations. Completes strategic planning either independently or with outside consultants.

- Ensure compliance with laws. Participate in ongoing continuing education to stay informed of trends and issues in library management and services.
- Must be able to clearly communicate and articulate library decisions and actions as they support the library's mission, vision, and goals—especially when others' values are not in alignment – be empathetic and skilled at problem solving, conflict management, and resolution.
- Provides leadership to staff concerning the creation and implementation of innovative and inclusive practices in library management/administration and strategic planning.
- Work in conjunction with supporting organizations, the Friends of the Twinsburg Public Library and The Foundation of the Twinsburg Public Library.
- This position description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this position.

MINIMUM REQUIREMENTS

- A Master of Library and Information Science (MLIS) or Master of Library Science (MLS) from an American Library Association (ALA) accredited institution, or an equivalent advanced degree.
- A minimum of eight years of progressively responsible experience in a public library or similar setting, including at least five years in an administrative or leadership capacity.

CONDITIONS AT WORK

Schedule & Availability

The position requires flexibility beyond standard business hours, including regular evening and weekend availability to support library programs, community events, and board meetings. Early morning and late evening commitments are expected. Must be responsive to urgent organizational matters outside of normal working hours.

Travel

Frequent local travel is required to visit community sites. Regional, state, and national travel is required for library conferences, consortia meetings, and advocacy engagements. A valid driver's license is required; the executive may occasionally be required to operate a bookmobile or organization-owned vehicle.

Physical Requirements

The role requires the ability to regularly lift and carry items up to 25 pounds, reach overhead, bend, and stoop to floor level. Prolonged periods of sitting and computer use are expected, as well as extended standing or walking during programs and outreach events. Must be able to operate standard office and library equipment.

Work Environment

Work is performed across multiple settings, including administrative offices, public service desks, and community venues. The position demands the ability to manage multiple priorities simultaneously, exercise sound judgment under pressure, and engage effectively with the public, staff, elected officials, and library board members with professionalism and discretion.

KNOWLEDGE AND SKILLS

- Ability to establish a positive working relationship with the library trustees, staff and volunteers, the library system and member libraries, local service organizations, city, county, and state officials and the general public.
- Ability to resolve complex problems appropriately and to multitask with pending deadlines.
- Consistently maintain, display, and model a positive attitude. Is a role model for treating people with dignity, respect, and fairness; inspires and ensures that others do so as well.
- Strong attention to detail; ability to perform duties with a high level of accuracy.
- Ability to respond to inquiries or complaints from, and effectively present information to, patrons, staff, vendors, and the public.
- Ability to foster teamwork.
- Ability to coach, train, and mentor staff development.
- Ability to maintain confidentiality and use appropriate judgment in handling information and records.
- Ability to tactfully deal with the public, staff, and patrons of all ages.
- Ability to work with little to no supervision.
- Ability to negotiate with and manage contracts with vendors.
- Ability to troubleshoot public-facing technology.
- Knowledge of Integrated Library Systems, e-book platforms, subscription databases, virtual services, and social media.
- Intermediate to advanced skills with Microsoft Office Products and Teams.

I have read and understand this job description and acknowledge that it does not constitute a contract.	
Signature _____	Date _____

