

Chief Operating Officer – Allen County Public Library (IN)

The Allen County Public Library (IN) seeks a strategic operational leader to serve as its next **Chief Operating Officer (COO)**. This executive-level position plays a critical role in translating vision into execution, ensuring ACPL's systems, services, and internal operations are aligned to support the library's mission. This is a visible, high-impact role for an operational leader who values transparency, consistency, and collaboration as much as innovation, and will play a central role in ACPL's ongoing transformation as a responsive, community-focused library system. Reporting to the Executive Director, the COO is responsible for comprehensive oversight of Public Services, Information Technology, Youth Services, and System Services. The ideal candidate will bring depth in public library administration, systems-level thinking, and a leadership style grounded in both collaboration and accountability.

The Allen County Public Library (ACPL) has fostered lifelong learning and discovery in northeast Indiana for more than 135 years. The ACPL consists of a Main Library, thirteen branches, and a data center, with an enthusiastic staff of 324 FTE serving approximately 1.7 million visitors per year. With a \$37 million budget, ACPL supports service to its 385,000 constituents, 51% of whom are cardholders. The ACPL's collection includes more than 3.9 million items, with a circulation total of 4.6 million items borrowed annually. The Main Library is home to the The Genealogy Center, the nation's largest public genealogy research center, and The Rolland Center for Lincoln Research, consisting of more than 30,000 artifacts related to President Abraham Lincoln.

Since 2021, ACPL has undertaken an extensive and collaborative planning process that included evaluations of their current facilities, multiple focus groups, community surveys, and public hearings. The result is a Facilities Master Plan that reflects the varied needs and aspirations of Allen County residents. Thanks to the support of many key partners, ACPL reached a major milestone within the last year when the Fort Wayne City Council, the Allen County Council, and the ACPL Board of Trustees approved the issuance of \$37 million in bond funding to be combined with more than \$20 million of library reserve funds to fund Phase 1 of the Facility Master Plan. Phase 1 prioritizes projects at locations where buildings are no longer sustainable due to age, size, or critical structural issues.

ACPL is headquartered in Fort Wayne, Indiana — a growing and dynamic city recently named Indiana's first [Certified Welcoming Community](#) by Welcoming America. Located in the heart of northeastern Indiana, Fort Wayne and Allen County combine Midwestern warmth with strong cultural and economic momentum. The region offers a "big-city, small-town" feel, with high-quality education, vibrant neighborhoods, and expansive parks and trail systems.

Key Responsibilities include:

- Serving as second-in-command to the Executive Director, with delegated leadership responsibility across departments and initiatives.
- Driving operational planning aligned to ACPL's strategic, facilities, and technology goals.
- Supervising and supporting a high-performing leadership team; ensuring effective oversight of budget, performance metrics, and day-to-day service delivery.

- Leading ongoing evaluation and improvement of services, staffing, projects, and resource allocation.
- Coordinating capital and facilities planning efforts, including alignment with ACPL's Facility Master Plan.
- Representing the Library in system-wide discussions, cross-departmental initiatives, and external partnerships.
- Ensuring compliance with applicable laws and regulations; maintaining standards aligned with professional best practices.
- Acting as lead in the Executive Director's absence.

Qualifications: A master's degree in library or information sciences from an ALA-accredited institution is required, as is a minimum of five (5) years of public library managerial experience that includes supervisory responsibilities for mid-to-upper-level managers. An equivalent combination of education and experience may be considered. Other requirements include the ability to obtain State Library Certification at an LC2 level within one (1) year, and a valid driver's license. Demonstrated success managing multiple departments in complex organizations, and experience leading strategic planning, resource planning, and staff development are highly desired skills. Familiarity with capital planning, technology integration, and construction or renovation projects is strongly preferred.

Compensation: The position has a salary range of **\$100,000 – \$120,000** (with placement negotiable dependent on experience and qualifications) and comes with an excellent benefits package.

Interested candidates should submit their resume through the application [portal](https://bradburymiller.com/current-clients/) (<https://bradburymiller.com/current-clients/>) by selecting the position and then the "Apply" button. For further information, contact [Bradbury Miller Associates](#). This position closes on **Sunday, November 30, 2025**.

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