Job Posting : Library Director

Our library is seeking a dedicated, organized, and community-focused **Library Director** to lead daily operations and help support our mission of providing accessible resources and welcoming service to all patrons. This is a full time leadership position at **32 hours per week** with a starting wage of **$18/hour**.

Position: Library Director
 Hours: 32 hours/week (including some **evenings** and **Saturdays**)
 Starting Pay: $18/hour
 Benefits: Earned vacation time over length of service
 Requirements: Some library certification(s) required or ability to obtain

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Key Responsibilities

Library Administration & Communication

- Oversee daily library operations and ensure a welcoming environment for patrons

- Manage library email communications and respond to public inquiries

- Maintain and update the library website with current programs, hours, and resources

- Coordinate incoming and outgoing mail

Collection Management

- Order new books and materials for the library

- Process, catalog, and prepare new materials for circulation

- Work with vendors, distributors, and staff to ensure materials meet community needs

Financial & Grant Responsibilities

- Collaborate closely with the library's bookkeeper on financial records, reports, and budgeting

- Complete Illinois library grant work, including applications, reporting, and compliance

- Keep all required library certifications and state documentation up-to-date

Leadership & Meetings

- Provide leadership and support to library staff

- Facilitate monthly board meetings and prepare director reports

- Lead internal staff meetings and ensure effective communication across the team

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Qualifications

- Required: Library certifications (or willingness to obtain them)

- Strong organizational, communication, and technology skills

- Ability to work scheduled evenings and Saturdays

How to Apply

Interested candidates should send a **cover letter** and **resume** to our email:
hopeweltylibrary@gmail.com

Applications will be accepted until