



Director Position Available

The Bremen Public Library Board of Trustees seeks a new library director to continue and enhance the library's role as a creative, innovative, cultural, and collaborative connection with the community.

Under the general supervision of a seven-member Board of Trustees, the library director:

- Provides administrative and managerial oversight of the library.
- Plans, organizes, directs, evaluates, and reviews the library's resources.
- Oversees facilities and services.
- Develops programs to respond to the needs of the community.

The Bremen Public Library is an independent library district with a tax rate exclusively dedicated to public library service. The library is a Class C library with thirteen staff members that serves 8,400 citizens in Northern Indiana with a current annual budget of \$839,000.

Qualifications

- Bachelor's degree from an accredited college, including fifteen hours of graduate library science courses. (Indiana Library Certificate 4)
- Master's degree in Library Science from an accredited college is preferred.

Salary

Commensurate with qualifications and experience plus an attractive benefits package provided.

Application Deadline

Applications will be received until 5:00 P.M. on June 29, 2018.



Library Director Job Description

Position Overview: The director serves as the chief executive officer of the library and is responsible for the administration of all library functions within the goals, guidelines, and policies established by the Bremen Public Library Board of Trustees. This includes the organization and dissemination of information and services. The director is also responsible for the facilities, financial management, and personnel of the library and the management of the daily operations of the library under the governing oversight of the Library Board. The director is expected to provide a leadership role in the library, community, and the library profession. The director serves as the official representative of the library.

Desired Qualifications

1. Professional certification in compliance with state law. For Bremen Public Library that is a Bachelor's degree plus fifteen hours of Master's Library Science classes (Certificate 4). A Masters of Library Science from an ALA accredited school is preferred.
2. Thorough knowledge of the philosophy and techniques of all facets of public library service, including budget and financial management.
3. Visionary regarding library trends, impact of changing information technology, and the amount of acceptable risk the Board is willing to take in implementing new ideas.
4. Ability to make administrative decisions, develop policies, and supervise staff.
5. A desire to meet and serve the public.
6. Effective interpersonal skills consisting of creative and diplomatic management abilities.
7. Ability to motivate, establish and maintain effective working relationships with associates, supervisors, volunteers, other community agencies, governmental bodies, and the general public and to supervise staff and volunteers and delegate responsibility in an effective manner.
8. Ability to prepare comprehensive reports and present ideas clearly and concisely in written and oral form.
9. Ability to exercise initiative and independent judgment.
10. Considerable knowledge of computers and data communications, especially in regard to library applications.
11. Critical Physical Requirements include the ability to climb stairs, use kick-stools, lift boxes of supplies or materials up to twenty-five pounds, and use a computer keyboard with speed and accuracy.
12. Have a valid driver's license and transportation to work and meetings.

Terms/Compensation: Forty hours per week; Library provides vacation, personal days, health insurance, life insurance, HSA, and PERF. Competitive salary based on credentials and experience.

Areas of Responsibility

1. General Administration and Management
 - A. Formulates and recommends policies to the library board
 - B. Implements library policies and procedures
 - C. Submits an annual budget to the library board in a timely way and directs and monitors expenditures
 - D. Provides monthly financial planning data to the library board to assist in establishing long and short-term financial priorities
 - E. Orients new trustees and serves as a resource for trustee activities
 - F. Employs management techniques effectively in directing, planning, organizing, staffing, coordinating, budgeting, and evaluating the library's operation
 - G. Directs the maintenance of the library building and grounds and recommends future space needs
 - H. Establishes and maintains a staff manual of library procedures
 - I. Demonstrates leadership within the organization: takes initiative, solves problems, effects change through the action of others, and encourages the development of other staff through a positive work environment
 - J. Looks for new revenue sources

2. Planning, Organization, and Evaluation
 - A. Plans, organizes, coordinates, and directs a balanced program of library service to meet the immediate and long-range goals of the library and the community
 - B. Evaluates the effectiveness of library services in relation to the changing needs of the community
 - C. Provides for critical review of internal library operations such as acquisitions, circulation, etc.
 - D. Investigates new trends and specific library programs, and facilities testing of new techniques, materials, and equipment to improve the operation of the library
3. Personnel Management
 - A. Develops staff job descriptions, recommends and administers personnel policies
 - B. Hires, evaluates, promotes and terminates staff (except when library board consultation is required)
 - C. Defines expectations for staff performance and sets goals for service and programming
 - D. Works to promote high staff morale
 - E. Supervises planning for optimum utilization of personnel
 - F. Provides in-service programs for employee training and development, encouraging staff input
 - G. Encourages staff professional growth at all levels by supporting participation in professional associations, workshops, seminars, and activities
 - H. Acts as a consultant, mediator, and facilitator for staff
4. Collection Management
 - A. Selects or directs the selection of materials for all media and all age groups, based on the library's approved collection development policy
 - B. Selects and orders all adult materials, including CDs, DVDs, and ebooks
 - C. Catalogs and classifies library materials according to accepted standards and maintains the public catalog
 - D. Develops and maintains a regular weeding schedule
 - E. Periodically reviews the collection development policy and makes recommendations to the library board for revisions
5. Community and Professional Development
 - A. Recommends and administers public relations programs
 - B. Represents the library and speaks before community, civic, and other groups regarding the objectives and activities of the library
 - C. Establishes and maintains effective working relationships with other governmental agencies, civic and community groups, and the general public
 - D. Serves as official representative of the library in actions that legally bind or politically influence the library
 - E. Serves as a model to staff in the sense of professionalism, demonstrating strong professional ethics and keeping informed through professional literature
 - F. Attends professional and other meetings to maintain contact with other professional and library-related agencies
 - G. Participates in professional development opportunities to enhance managerial skills and maintains an awareness of new trends and developments in the library field
6. Facilities Management
 - A. Oversees care and maintenance of the library building and grounds
 - B. Oversees the work of custodial staff
 - C. Regularly reviews building needs and advises the board in its planning for future expansion or development
 - D. Assesses the adequacy of existing facilities in regard to the provision of automated services
7. Other Duties as Assigned and Required



Application for Employment – Supplemental Sheet

Position: Library Director

Application Date: _____

Name: _____
Last/First/Middle

Telephone: _____

Address _____
Street/City/State/Zip

Immediate Prior Address:

_____ Dates: _____

If you are currently employed, may we contact that employer? _____

Supervisor's name: _____

Date you could start this job: _____

Are you prevented from lawfully becoming employed in the United States because of Visa or immigration status? _____ (Proof of citizenship or immigration status will be required upon employment.)

Do you have any physical condition that may limit your ability to perform the job? It will entail climbing stairs, stepping up and down on step stools/ladders, carrying boxes of books/materials up to 25 pounds, and using a computer keyboard, for example.

(Circle one) NO YES

If YES, explain: _____

I authorize investigation of all statements contained in this application and the supporting documents, and release from liability any person or employer supplying such information. I certify that the facts and information set forth on this form and the accompanying resume are true and complete to the best of my knowledge, and understand that any falsification, misrepresentation, or omission of acts will be cause for denial of employment or immediate termination of employment, regardless of when or how discovered.

I understand and agree that any employment which may be offered is initially a probationary employment. I further understand that any employment will be "at will," which means it is for no definite period and may, regardless of the date of payment of my wages, be terminated at any time without previous notice.

Date: _____

Signature: _____



Instructions for Submission of Application

All application materials must be collectively submitted electronically in PDF format to:

Mrs. Heiter, Board Secretary
Board of Trustees of the Bremen Public Library
bremenpubliclibrary@gmail.com

Partial or incomplete applications will be discarded. The Board will not be responsible for document files that are damaged or inoperative.

1. **Applicants must provide:**
 - a. Application – Supplemental Sheet
 - b. Cover Letter which specifically addresses the position requirements
 - c. Resume
 - d. A listing and contact information, including email addresses, for at least 3 professional references
2. **Application Deadline:** 5:00 p.m., Friday, June 29, 2018.
3. **Screening of applicants** will be used to narrow applicants to 3 candidates to be interviewed, and will take place from June 29 through July 13, 2018.
4. **Face-to face interviews** will be conducted during the week of July 23 through August 3, 2018.
5. Reference checks and criminal record checks will be completed by August 10, 2018.
6. **If** a second round of interviews is required by the Board, it will occur during the week of August 13, 2018.
7. **Position will be offered to finalist by August 24, 2018.**
8. **The position will be available on September 3, 2018.**

Questions about the position should be directed via email to the secretary of the Board at the email address shown above.



Community Links

Description of the Bremen Public Library

<http://www.bremen.lib.in.us/history.htm>

Description of the Bremen Community

http://www.ask.com/wiki/Bremen,_Indiana?o=2800&qsrc=999&ad=doubleDown&an=apn&ap=ask.com

<http://www.bremenchamberofcommerce.com/web/Bremen/Indiana/Chamber-Of-Commerce/About-Bremen/Town-Of-Bremen-Indiana?Bremen-Indiana-46506-Visit-Us>

Description of the Bremen Public Schools

http://www.youtube.com/watch?v=yc7MYFNBQD0&feature=player_embedded

<http://www.bps.k12.in.us/>

Description of the Community Hospital of Bremen

<http://bremenhospital.com/>

Worship Resources

<http://www.bremenchamberofcommerce.com/web/Bremen/Indiana/Chamber-Of-Commerce/Worship/Town-Of-Bremen-Indiana?Bremen-Indiana-46506>

Other links to data and information about the Bremen area

http://www.realtor.com/realestateandhomes-search/Bremen_IN?scid=SEM300367&medium=t&gclid=CLzl44XpxLOCFUgA7AodyXoANA&gclsrc=aw.ds