



Position: Library Director

About Us:

- The mission of the York County Library (YCL) is to enrich and sustain the lives of the citizens of York County by providing library services that meet their informational, recreational, and lifelong learning needs.
- Serving York County, SC, YCL is headquartered in Rock Hill, with branches in Clover, Fort Mill, Lake Wylie and York. In addition, YCL has a bookmobile and a specialized wheelchair accessible sprinter van to provide outreach services.
- Continuing its commitment to learning for education and entertainment, YCL offers a variety of free programs for adults, teenagers and children. From author visits to theatre performances, everyone can find something to meet their interests. YCL also provides classes for learning to use computers and the Internet.
- Along with its collection of print material, audiobooks, downloadable material and more, YCL also offers numerous electronic resources through its website and Virtual Library, most of which can be accessed around the clock from any computer. With computer terminals featuring Internet access, educational software, and more at all locations, YCL is well-equipped to meet the needs of the community in this digital age.

Starting Salary, Hours, & Benefits:

- Beginning salary is \$93,225.60.
- This position requires a standard work week of 40 hours and participation in various meetings and work-related functions outside the standard work week. May also be required to respond to emergencies after hours.
- The benefits package for the Library Director includes participation in the South Carolina Retirement System, comprehensive medical benefits including dental and vision, vacation and sick leave, 11 paid holidays, and 3 optional days/floating holidays.

General Description:

- The Library Director provides strategic leadership for the YCL System, which includes supervising the library's administrative team and determining goals and objectives for the organization. Collaborates with the Library Board of Trustees, York County government, Friends of the Library, and community organizations.
- The Library Director handles complex administrative, supervisory, and professional duties requiring adherence to professional standards of accuracy, confidentiality, integrity, and tact.

York County Library is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. York County Library seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires York County Library to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

Essential Duties & Responsibilities:

- Responsible for overall management of the entire library system operations including overseeing the collection development plan for adult, children, and local history collections.
- Works with the Library Board to establish a long-range plan that aligns the library's mission, goals, and objectives with community needs while finding ways to incorporate those needs and resources into library programs and services.
- Formulates and recommends policies to the Library Board; implements and executes library policies and supervises the development of uniform procedures throughout the library system. Submits an annual operations budget to the Library Board for review, discussion, and approval. Explores with the Library Board new revenue sources and collaborations with other organizations including capital and endowment campaigns, grant support, and any other public or private fundraising.
- Informs and advises the board as to local, regional, state, and national developments in the library field. Attends meetings, conferences, and workshops to maintain contact with professional and library related agencies, and to maintain knowledge in current trends in public library operations and technology.
- Relates library objectives to community needs, and represents the library on community boards and committees. Maintains close liaisons and positive relationships with county and local officials, community leaders, and civic groups to promote library services and inform on library needs and concerns.
- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals. Recommends and administers personnel policies and ensures that staff performance evaluations are completed on a regular schedule. Oversees a staff professional development/training plan. Works to promote high staff moral and provide a welcoming and inclusive environment. Encourages clear and open staff communications to ensure a positive work environment and lead staff through moments of change in the workplace. Guides departments/branches with problem solving skills that will enhance community involvement. Serves as liaison to staff in reporting board related information, decision and actions.
- Oversees developments of the annual library capital budget proposal for review by the board and York County government. Administers the approved budget and the expenditure of funds within established guidelines. Works with the administrative team to provide to the Library Board with regular financial accounts and other reports in accordance with county, state, and/or federal requirements. Incorporates the library's goals and strategic plan as basis for financial planning.
- May assist in other departments as needed or perform related duties as required.

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Required Training & Experience:

- Master's Degree in Library and Information Science from an American Library Association accredited institution.
- Seven years progressively responsible professional (post MLIS) library experience including public service experience.
- Three to five years in the business administration, finance, and/or personnel management field, or an equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities.
- Administrative/supervisory experience.
- Strong public speaking skills and the ability to communicate clearly both verbally and in writing.
- Above average decision-making skills.

Special Certifications & Licenses:

- Must have a current South Carolina Professional Librarian Certification from South Carolina State Library or be eligible to obtain said certification.
- Must possess and maintain a valid state driver's license with an acceptable driving history.

Application Process:

- Applications are available at any York County Library or online at www.yclibrary.org.
- Resumes are required and will not be accepted in lieu of a York County Library employment application. Incomplete applications will not be considered.
- The completed application along with the accompanying resume may be mailed or emailed to Buffy Koran (buffy.koran@yclibrary.org), HR Coordinator, York County Library, PO Box 10032, Rock Hill, SC, 29730.
- Eligible candidates will be called to arrange an interview after the closing date listed on the posting.
- Due to the high volume of applications received, acknowledgement of their receipt will not be sent to applicants.

Posting closes March 3, 2023.

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