

Mills & Petrie
Memorial Library and Gymnasium



Position: Mills & Petrie Library & Recreation Director

Definition

This position performs a wide variety of duties involving management of daily operations at the Mills & Petrie Library and Gymnasium, as well as planning and implementation of recreational programming.

Hours: Part Time – Min. 25-30 hours per week.

Wage: Starting at \$18.00 - \$20.00 per hour. Overtime applicable after 40 hours worked in a seven day period.

Reports To: Mills & Petrie Library Board

Current Benefits Included:

- **Retirement:** This is an IMRF applicable position.
- **Paid Time Off & Sick Leave:**
 - This position will be eligible for Paid Leave For All Workers accrued time. One (1) Hour for every forty (40) hours worked.

Supervision Received and Exercised

Receives general supervision from the Mills & Petrie Board, but this position is expected to function independent of ongoing supervision. This position is responsible for managing the daily tasks and performance of the part-time Mills & Petrie Library Assistants, and support staff and volunteers for Recreational Programming.

Licenses, Certifications, and Experience

- HS diploma required, with at least an Associate's Degree in a related field (English, Library Science, Communications, etc.) preferred.
- Minimum of three (3) years working in a public setting, either as an employee or volunteer.
- Include three (3) professional references at time of application.
- Background check will be required.

Job Duties

The following duties are typical for this position. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address needs and changing practices.

- Hire and supervise part-time library staff.
- Oversee daily services for the library and gymnasium.
- Oversee all materials in the library.
- Develop programs for all ages at the library and gymnasium as well as in the community in cooperation with the park program.
- Advise the Mills & Petrie Board on issues and new developments in library field.
- Prepare periodic reports on budget, statistics, annual report, etc. for presentation at Mills & Petrie Board meetings.(fourth Monday of each month)
- Manage building rentals and scheduling of gymnasium and building facilities, communicate and cooperate with building maintenance staff.
- Perform related duties and responsibilities as required.

How To Apply

Send a current resume, cover letter and three (3) professional references to:
Mills & Petrie Library , 704 N. 1st St., PO Box 308, Ashton, IL 61006-0308
Or e-mail to MillsPetrieLib@gmail.com