

GREEN FOREST PUBLIC LIBRARY DIRECTOR APPLICATION PACKET

Please mail the attached two-page Employment Application, a cover letter and your resume to:

Vicki Brown
Chair, Library Director Search Committee
c/o Green Forest Public Library
PO Box 746
Green Forest, AR 72638

Applications must be received either by email (board@greenforestlibrary.org) or postmarked and sent to the above address for consideration.
Position open until filled.

Contact Vicki Brown at board@greenforestlibrary.org with specific questions.

Employment Information

- Starting salary - \$40,020 to \$46,064 based on education and experience.
- Medical benefits through UnitedHealthcare.
- Dental benefits through Arkansas BlueCross BlueShield.
- Retirement benefits with Arkansas Public Employees Retirement System.
- One-week vacation after one year of employment, additional days added in succeeding years of employment.
- 10 guaranteed paid holidays per year and paid sick leave (one day/7 hours per month starting after first month)

Job Description - Carroll County – Green Forest Library Director

Principal Responsibilities

- Plan, direct and coordinate all activities of the library and the development of library facilities to best serve the needs of the community.
- Implement programs and policies established by local, county, and regional library boards. Establish library rules and procedures not in conflict with these policies.
- Responsible for funds collected through the library and tax funds under supervision of the local and county library boards.
- Prepare an annual budget and oversee all payroll, purchasing, and other financial transactions.
- Recruit, select, hire, supervise, and train library personnel, including staff and volunteers.
- Schedule and perform Employee Performance Evaluations as required by County personnel policies and the Carroll County Library Board policies.

- Manage the collection, including selection and acquisition of materials, oversight of circulation, reference and reader advisory services, and weeding of library materials.
- Assist the public in the use of library facilities, including computers and Internet use as needed.
- Develop and coordinate programs, events, and displays to encourage library use by all members of the community.
- Maintain a safe and inviting environment for all library patrons, staff and volunteers.
- Maintain all library records. Prepare and submit reports as required by local, county, and regional library boards.
- Serve as primary liaison to library advisory board. Attend all meetings. Assist President in preparation of agendas and in communicating with board members.
- Serve as Secretary to the Carroll County Library Board on a rotation with other Carroll County Library Directors. Attend all county library board meetings.
- Support local Friends of the Library group and community volunteers.
- Promote awareness of and use of the library and represent the library in a professional and positive manner.
- Handle confidential materials and maintain confidentiality.
- Perform other duties as requested by the local or county boards.

Minimum Requirements

- Must hold a bachelor's degree from an accredited institution of higher education
- Must be a library cardholder

Special Skills

- Some experience working in a library, public agency or position with public contact, or an equivalent combination of training and experience which would provide the knowledge, abilities and skills listed below:
 - Knowledge of standard library practices and routines
 - Some knowledge of standard library technical and professional methods and techniques
 - Some knowledge of book genres, titles and authors
 - Intermediate to advanced computer skills including proficiency in Microsoft Word and Excel and intermediate to advanced Internet research skills
 - Ability to establish and maintain effective working relationships with a wide variety of individuals including, patrons, staff, volunteers, colleagues, boards, and other agencies.
 - Some supervisory experience.
 - Some knowledge of preparing budgets and basic accounting principles, methods and practices.

APPLICATION FOR EMPLOYMENT

ALL POTENTIAL EMPLOYEES ARE EVALUATED WITHOUT REGARD TO RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE, MARITAL OR VETERAN STATUS, THE PRESENCE OF A NON-JOB-RELATED HANDICAP OR ANY OTHER LEGALLY PROTECTED STATUS.

Position Sought: _____

How did you learn about the position? _____

Name _____ Date _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Office Phone _____ Other Phone _____

Email Address: _____ Social Security Number: _____

On what date would you be available for work? _____ Desired Wage/Salary \$ _____

Are you a U.S. citizen, or are you otherwise authorized to work in the U.S. without any restriction? Yes No

Have you ever been convicted of a felony? Yes No If yes, please describe circumstances: _____

Have you ever been involuntarily terminated or asked to resign from any position of employment? Yes No

If yes, please describe circumstances: _____

EDUCATION

School Name	Location	Years Attended	Degree Received	Major

Other training, certifications, or licenses held: _____

List other information pertinent to the employment you are seeking: _____

EMPLOYMENT

(Most Recent First.)

1. Employer _____ Job Title _____

Dates Employed _____ Prior Position Held within Company (if any): _____

Address _____ City _____ State _____ Zip _____

Phone _____ Supervisor _____ May we contact? Yes No

Starting Salary _____ Ending Salary _____

Duties Performed _____

Reason for Leaving _____

2. Employer _____ Job Title _____
Dates Employed _____ Prior Position Held within Company (if any): _____
Address _____ City _____ State _____ Zip _____
Phone _____ Supervisor _____ May we contact? Yes No
Starting Salary _____ Ending Salary _____
Duties Performed _____
Reason for Leaving _____

3. Employer _____ Job Title _____
Dates Employed _____ Prior Position Held within Company (if any): _____
Address _____ City _____ State _____ Zip _____
Phone _____ Supervisor _____ May we contact? Yes No
Starting Salary _____ Ending Salary _____
Duties Performed _____
Reason for Leaving _____

4. Employer _____ Job Title _____
Dates Employed _____ Prior Position Held within Company (if any): _____
Address _____ City _____ State _____ Zip _____
Phone _____ Supervisor _____ May we contact? Yes No
Starting Salary _____ Ending Salary _____
Duties Performed _____
Reason for Leaving _____

ACKNOWLEDGMENT AND AUTHORIZATION

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date