

Position: Director, Fairhope Public Library

Location: Fairhope, Alabama is in Baldwin County one of the fastest growing counties in the United States. We currently have a population of over 23,000. Fairhope has an excellent public school system with 1 high school, 3 elementary schools, and 1 middle school. This beautiful city is located on the Eastern Shore of Mobile Bay within easy reach of the white sandy beaches of the Gulf of Mexico.

Fairhope Public Library: The city of Fairhope prides itself on being the location of the very first public library in Alabama. The current library building was built in 2007 and the upstairs was renovated in the summer of 2024 to create a new space for our Teens, a Maker Space, and new rooms for Technical Services and our Friends of the Library organization. During the fiscal year 2023-24, 181,268 people visited our library and 206,332 items were circulated. The library has 22,569 card holders and has a collection of 80,157 items that includes CDs, DVDs, audio books, e-books, e-audio books, hardcover and softcover books.

Position Overview

Under the general guidance of the Fairhope Public Library Board of Trustees, the Fairhope Library Director serves as the chief administrative officer of the library and is responsible for the day-to-day supervision and efficient operation of the library including staffing, facilities management, budget development, public relations, customer service, programming, and collection development. The Library Director is expected to lead with considerable independent judgment and effectively manage and motivate staff to deliver impactful customer-centric library services for the community following the Fairhope Public Library's Five-year Strategic Plan. The Director represents the library within the community and within the state library profession, and acts as a liaison to the Mayor and City Council.

Duties and Responsibilities

- Manages the development, implementation, and evaluation of the Fairhope Public Library goals, objectives, priorities, policies, and procedures. Keeps the Fairhope Public Library Board of Trustees informed of all policies and procedures.
- Directs the operations of all aspects of the library: circulation, reference, youth services, collection development, technical services, facilities management, programming, community information and outreach.
- Leads by communicating expectations, setting standards and coaching personnel on high quality service delivery. Works collaboratively with department heads and all staff members. Hires, supervises and evaluates Library staff, directly and/or through appropriate delegation, to create a harmonious team environment.

- Prepares the annual Library budget and presents and defends budget requests before the Library Board of Trustees, and the Fairhope City Council. Directs and controls the expenditure of Library fund allocations within the constraints of approved budgets.
- Advises, consults, and confers with the Board of Trustees, other librarians, officials, citizens, and community groups. Represents the Library in local, regional and state meetings.
- Demonstrates interest in professional development, personally and for the staff. Analyzes and designs development of Library services to meet current and future community needs and interests.

Minimum Qualifications

Minimum ten years as a librarian with five years of managerial, supervisory, or administrative experience in a public library. Master's degree in library and information science from an ALA-accredited college or university.

Salary and Benefits

Salary range: \$75,000 to \$90,000

Benefits: Health Insurance, RSA Retirement, Holidays, Vacation Days, Sick Days.

Probation Period

The person hired for this position will have a 90-day probationary period. At the end of the 90 days, the new Director of the Fairhope Public Library can request to be released from the contract. The new Director of the Fairhope Public Library will be evaluated at the end of the 90 days by the Board of Trustees and if found unsatisfactory can be terminated.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities that comprise this position.

The Fairhope Public Library is, operationally, separate from the City of Fairhope. The City of Fairhope is not involved in the screening and selection process for any position at the Fairhope Public Library.