

Mt. Pleasant City Public Library

FULL TIME LIBRARY DIRECTOR

Position Description:

Mt. Pleasant City Public Library is currently accepting applications for a full-time library director. This job involves all aspects of running a rural public library.

Responsibilities and Duties Include

- A. Provides friendly, courteous and accurate service to all library users.
- B. Provides a leadership role in the library.
- C. Responds to a patron requests, suggestions and complaints.
- D. Evaluates operations and activities of the library, plans for future needs, develops library collections and services and adopts and implements new services.
- E. Establishes and maintains effective working relationships with library patron, other governmental agencies, civic and community groups and the general public.
- F. Directly supervises the team of clerks and conducts monthly staff meetings and trainings.
- G. Attends and facilitates library board meetings and serves as a resource for the library board.
- H. Develops and submits an annual budget and monthly financial report to the library board and city officials. Monitors and approves appropriations and expenditures.
- I. Research grant proposals and prepares grant applications for submission.
- J. Organizes and implements fund raising to increase donations and/or gifts to the library. Oversees 4th of July book sale event.
- K. Responsible for the smooth running of the technology and the scheduling need for maintenance of all computers and related equipment. Implements new technology as appropriate.

Knowledge, Skills and Abilities

- A. Knowledge of library, practices, procedures and technologies.
- B. Ability to set priorities, make decisions, and exercise discretion with patrons and staff.
- C. Ability to think analytically and to exercise initiative.
- D. Ability to prioritize work, meet established deadlines, delegate duties and attend to detail.
- E. Ability to develop and implement policies and procedures.
- F. Ability to lead and work effectively as a team.
- G. Knowledge of computers and the internet, especially integrated library systems software, Microsoft Office, and similar software programs.
- H. Ability to work the hours needed to complete responsibilities of the Library Director

Minimum Qualifications:

- A. Bachelor's Degree in Library Science or related field
- B. Five years library experience
- C. Position requires a rotation of day, evening and weekend hours
- D. Supervisory experience

HOW TO APPLY:

Visit <http://mtpleasantcity.com/employment-opportunities/> to obtain an employment application. Completed submissions should include a Mt. Pleasant City job application, a cover letter and resume, and may be emailed to jeanne.tejada@mtpleasantcity.com