

Position Opening-Director of Carrollton Public Library

Position Title: Library Director

Reports to: Board of Trustees

Salary: Commensurate with qualifications and experience

FLSA Status: Exempt

COMMUNITY:

The Carrollton Public Library Board of Trustees seeks an energetic library director to manage and oversee the day-to-day operations of the Library. The director must be a person of high integrity and capable of creating a vision for the Library and possess the skills necessary to bring that vision into reality. The director must have a deep level of commitment in public service to library patrons and staff. Applicants must possess excellent communication and organization skills.

The Carrollton Public Library is a municipal library located in Carrollton, MO and serves the residents of the city. There are currently 10 full-time employees, including a Director and Assistant Director, Children/YA Librarian, as well as 7 part-time staff members. The Carrollton Public Library serves a population of approximately 3,780 within city limits and Carroll County population of 9,295 in a rural setting located in Northwest Missouri. The Library belongs to the Missouri Evergreen Consortium with a shared open-source ILS and catalog, is a member of the Grand River Consortium, and is a member of Missouri Libraries 2Go.

PRIMARY JOB PURPOSES/DUTIES (includes, but not limited to):

- Executive Officer for the Carrollton Public Library Board of Trustees
- Advocates for the library in all settings
- Communicates effectively with the Board of Trustees regarding all operations and initiatives, as well as attends all board meetings, prepares a director's report in advance of each scheduled meeting, delivers these materials to the Board, and be the custodian of records
- Prepares and administers annual operating budget for the library. Directs and supervises the expenditures of library funds and security of physical assets
- Prepare yearly data collection reports
- Prepare IRS and State payroll tax forms as required
- Manage accounts receivable and payable
- Provides strategic leadership for the coordination and management of library services including planning, budgeting, hiring, assignments, and the integrating of emerging technologies and trends
- Seeks external funding in support of strategic library initiatives, excels at grant writing
- Oversees the daily management of the library, develops and maintains spaces and services, and maintains a collection of library materials in response to the unique needs of the community
- Oversee Maintenance and running of library's website and Facebook page, oversee all social media.

- Cultivates, manages, and sustains an organizational culture of respect, teamwork, professional growth, and responsibility while rewarding learning, creativity, ownership, and innovation with staff
- Acts as a library liaison to maintain a good working relationship between the City of Carrollton, Hudson Bridges Foundation, the Evergreen Consortium, Friends of the Carrollton Library, Grand River Consortium, professional groups, citizens of Carrollton and Carroll County, and library patrons
- Excels at collaboration with community leaders, public officials, organizations, and groups

JOB QUALIFICATION AND EXPERIENCE:

- B.S. Degree, with ALA-accredited MLS/MLIS preferred
- At least 3 years of experience in a supervisory capacity, within library system preferred
- Broad knowledge of library objectives, functions, procedures, and techniques
- Broad computer knowledge with ability to manage Library's technology services.
- Accounting skills and knowledge, both accounts payable and accounts receivable, to operate and maintain QuickBooks, the library's financial software
- Attention to detail as this position works frequently with city government and auditors. The Director must have sound decision making skills; proven ability to recruit and retain staff through mentoring, coaching, and supervising, a commitment to a high level of public service; budgeting and finance experience; support of diversity and inclusivity as core values, and a desire to be the Library's representative to external organizations and agencies
- Qualifications are any combination of experience and training that will provide the required knowledge and abilities will qualify. Alternate education, experience, and qualifications may be considered.

COMPENSATION AND BENEFITS:

- The hiring salary range is depending on experience and qualifications with a six (6) month probationary period
- A benefits package includes a retirement plan and health insurance through the City of Carrollton
- Annual 80 hours of leave time paid for vacation
- Annual 80 hours of paid sick time
- Paid holidays according to library's holiday schedule

APPLICATION PROCESS:

Interested candidates should either **electronically submit** an application consisting of a cover letter, current resume, and complete contact information for three professional references to Jennifer Shields, President of Carrollton Public Library Board of Trustees at cplsearch@carrolltonlibrary.com or **mail** application information to The Carrollton Public Library, Attention Jennifer Shields, Library Board President, 1 North Folger Street, Carrollton, MO 64633. Applications being received through end of work day at 5 p.m. on Friday, June 18, 2021. The Carrollton Public Library is an equal opportunity employer.

Posted June 4, 2021