

POSITION ANNOUNCEMENT

DIRECTOR

Carnegie Public Library of Clarksdale and Coahoma County
Clarksdale, MS

Description: Carnegie Public Library of Clarksdale and Coahoma County Administrative Board of Trustees seeks a creative and innovative Library Director who can continue to grow a vibrant public library system. The successful applicant must be enthusiastic, innovative, and very public service oriented with excellent traditional library skills, as well as, the ability to effectively use technologies.

Situated in northwest area of the state known as the Mississippi Delta, Coahoma County, Mississippi is a short drive to Oxford, Memphis, Little Rock, and Jackson. Considered the home of the Blues, the county has a mild climate, an amazingly rich history, and numerous leisure opportunities.

The Library System consists of one (1) library facility; a collection of 80,000 items and a service area population of approximately 24,000. The Director position reports directly to the Library Board of Trustees.

Responsibilities:

Report to the Administrative Library Board of Trustees. Prepare comprehensive monthly reports for the Library Board of Trustees and works with the Board to formulate library procedures, policies, and other administrative duties. Manage day to day operations. Supervise library staff. Oversee automated library system, circulation of materials, collection development, library programming, inter-library loan service, cataloging, acquisitions, and public access computers. Perform public service functions as needed. Manage annual budget. Develop and deliver library programming. Compile library statistics. Apply for public and private grants with proper records management, including registration with System for Award Management (SAMS). File for E-Rate and maintain CIPA compliance. Build positive relationships with officials in cities & counties. Serve as an advocate for the library. Lead outreach to inform and educate the community on library services. Maintain relationships with local non-profits, service organizations, and other community groups. Oversee building repair and maintenance. Use state Accreditation Program benchmarks to guide long-range planning. Implement technological innovations and other 21st Century library services to meet changing needs of Clarksdale and Coahoma County residents.

Requirements:

- Master's in Library and Information Sciences (MLS) from American Library Association (ALA)-accredited library school.
- Strong interpersonal skills. Demonstrated leadership skills. Self-motivated. Creative. Strong oral and written communication skills. Excellent organizational skills.
- Proficient in Microsoft Office products and Quick Book. Experience in maintenance of websites/blogs/ social network. Dependable personal transportation.
- Experience with apollo library automation software and technology.
- Frequent travel to community activities throughout System. Travel to library-related continuing education programs and conferences.

Knowledge, Abilities and Skills:

Knowledge: Thorough knowledge of the principles, practices, and ethics of professional library work; knowledge of facilities management and operations including administration, finance and personnel. Knowledge of public/private partnerships. Working knowledge of computerization and appropriate library applications and technology.

Ability: Ability to keep current with the pace of technology and available resources that may be offered to the public. High level of ability to deal effectively with the public in a courteous and tactful manner and to establish and maintain good working relationships with other library staff and volunteers. Ability to use online database searches, word processing, data visualization tools and spreadsheets. Ability to have foresight in the future changing nature of library services.

Skill: Skilled in utilizing library networks and State resources. Excellent supervisory, planning, and organizational skills. Excellent customer service and problem-solving skills. Excellent oral and written communication skills. Proficiency in budgetary skills and financial management. Proficient computer and interpersonal skills. Strong advocacy skills, both oral and written. Flexibility and diplomacy in dealing with the public and staff.

Preferred Qualifications:

At least 3-5 years of progressively responsible library director experience and supervisory background. Resides within close proximity to Coahoma County.

Salary: Commensurate with experience.

Benefits: Personal/medical leave, health & life insurance, and participation in Mississippi Public Employees' Retirement System. Job-related travel expenses reimbursed.

Submit: Cover letter, resume, three (3) professional references with contact information to mcaradine@cplclarksdale.lib.ms.us. Mail official transcript in sealed envelope to: Carnegie Public Library, Attn: Mrs. Mary Caradine, Post Office Box 280, Clarksdale, Mississippi 38614. Applications accepted until 5:00 p.m. on Friday, October 30, 2020.

Carnegie Public Library of Clarksdale and Coahoma County is an Equal Opportunity Employer.