JOB OPENING

Library Director

Fayetteville-Lincoln County Public Library

Fayetteville, Tennessee

Regular Hours: 40 hours per week. May include evenings and weekends.

The Fayetteville-Lincoln County 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 capable of creating a vision for the library and possess the skills necessary to bring that vision into reality. S/He must be detail-oriented, have clear communication skills, be comfortable with technology, have a working knowledge of library management systems, possess working knowledge of Microsoft Office and be willing to learn and teach staff and patrons.

Required Qualifications and Experience:

- Bachelor’s Degree from a recognized institution of higher education
- Computer and internet experience
- Clear communication skills
- Familiar with library automation systems
- Working knowledge of Microsoft Office
- Must be able to lift and carry 35 pounds
- Must possess a current driver’s license

Preferred Qualifications and Experience:

- Master’s in Library Science (MLS) or equivalent masters in a library related field.
- Five years supervisory experience.

Responsibilities:

- Maintain positive and productive working relationships with the library board, city/county officials and community leaders.
- Manage accounts receivable and payable in correspondence with bookkeeper
- Oversee daily operations, equipment and maintenance of the library
- Perform administrative tasks including supervising employees and volunteers
- Place material orders and oversee the processing and maintenance of materials
- Prepares a yearly budget for board approval
- Prepares yearly data collection reports
- Maintain Library’s website
• Develop and promote the services and programs of the library
• Seek grant funding opportunities for library programming and technology needs
• Administer policies approved by the board and in compliance with state and federal law.
• Complete a minimum of 25 hours of continuing education each year.
• Be willing to enroll, if eligible, in the Tennessee State Library and Archives Public Library Management Institute.
• Other duties as deemed necessary.

Benefits

Annually: 12 paid holidays/12 paid vacation days/12 paid sick leave days
Health insurance: $200 monthly stipend
Retirement: Tennessee Consolidated Retirement System

Salary Range:

Competitive depending on qualifications, (Minimum $40,000)

APPLY: Email a current resume, including the names and contact information of three references, by August 31, 2020 to flcplapplicants@gmail.com