

TITLE: Regional Library Director

LIBRARY: Nantahala Regional Library

CITY: Murphy, North Carolina

NOTE: The Nantahala Regional Library provides public library services in Cherokee, Clay and Graham Counties in Western North Carolina through four branch libraries and a bookmobile.

SALARY: \$39,611-\$57,437

QUALIFICATIONS: Master's Degree from a library school accredited by the American Library Association is required. Experience in an increasingly responsible supervisory and/or administrative position preferred. Applicants must possess or be prepared to secure NC Public Librarian Certification. Must have a thorough knowledge of the principles, practices, and techniques of modern library operation and administration including integrated library systems and Internet access. Ability to prepare reports and present ideas orally and in writing. Ability to establish and maintain effective working relationships with other employees, agencies, and the general public. Must be able to pass a background check.

DUTIES: Work involves planning, organizing, and coordinating the work of the various divisions and branches of the library system; planning and working with community leaders and organizations in developing programs to meet the reading and informational needs of the service area; and performing managerial duties relating to routine procedures, personnel, and budget items. Plans, directs, supervises, and evaluates the work of members of the staff. Plans or supervises a publicity program; participates in community activities; and maintains contacts with local officials, organizations, and library patrons in order to interpret the services and objectives of the library. Prepares preliminary budgets, confers with library board and with members of board and presents budgets to government officials. Presents and interprets statistical, financial, and other reports to the board, government officials, and the public. Directs and supervises maintenance of buildings, grounds, and property and helps plan new buildings or alterations in existing buildings. Acts as executive officer of library board; helps prepare the agenda and attends all meetings; submits reports of all activities; and serves in an advisory role concerning matters of policy. Supervises material selection based on the needs of the community and within the framework of the collection development policy and the limitations of the budget. Offers advice and sets up mechanism for purchase of library materials to supply the needs of all departments of the library and for systematic weeding of the collection. Attends professional meetings; maintains active membership in state, regional, and national library associations; participates in activities of professional organizations; keeps informed on current trends and developments within the library community. Anticipates new trends in technology and ensures Internet access at all locations.

AVAILABLE: Open until filled

APPLY BY: April 15, 2019

TO APPLY: Submit a cover letter, resume and three professional references to: Director, Nantahala Regional Library, 11 Blumenthal Street, Murphy, NC 28906, fax 828-837-6416, or email to ggraham@nantahalalibrary.org.

FOR ADDITIONAL INFORMATION: Contact Gail Graham at 828-837-2025 or at ggraham@nantahalalibrary.org.