**JOB DESCRIPTION**

**LIBRARY DIRECTOR**

*Join us in making a lasting impact by enriching lives through knowledge,*

*literature, and community involvement*

**Education & Experience Qualifications:**

\*High School graduate or GED equivalent

\*Prior library experience preferred but not mandatory

\*Computer literate

\*Must have a positive and enthusiastic approach to library service, the County Librarian will play a pivotal role in fostering a love for reading, learning, and community engagement.

\* Must have a genuine appreciation for youth from birth through high school and be comfortable working with youth both individually and in groups

\*Must be able to complete Montana State Library Certification requirements within two years of hire

\*Creative decision making; evaluate or make independent decisions based upon experience, knowledge, or training without supervision

\*Time management: set priorities to meet assignment deadlines, self-motivated and ability to multi task

**Primary Duties:**

\*The library director has the main leadership role in the library. Typical duties include preparing and overseeing the budget, develops and submits library policies to the board for review, approval, and updates. Implements policies, goals and objectives established by the board

\*Assist library patrons of all ages in locating resources

\*Assists patrons using library equipment, performing basic maintenance on printers, copiers, and computers

\*Prepares monthly library board meeting agendas, submits monthly reports to the board of trustees

\*Maintains the library collection; selecting, purchasing, cataloging, and weeding according to the library Collection development policy

\*Designs and implements programming for all children, teens, and adults both in the library and community. Including but not limited to summer reading, STEAM Programs, story hours and after school programs

\*Must show the ability to orally communicate effectively with others; communicate effectively in writing, using the English language

\*Staff Supervision: Lead, train, and motivate a team of library assistants and volunteers, fostering a positive work environment and promoting professional development.

\*Works with municipal and state government officials to meet the needs of the library

\*Maintains library statistics

\*Prepares weekly library articles for local newspaper and radio

\* Writes grant applications to improve library services

\*Performs other duties as required by the library board

**Physical Demands:**

\*May be exposed to short, intermittent, and /or prolonged periods of sitting and/or standing

\*Talking and hearing; use of telephone

\*While performing the duties of this job, the employee is occasionally exposed to outside weather conditions

\*Ability to lift 25 lb. boxes, maneuver book carts, and shelve books

\*Must be able to transport oneself to Federation meetings, conferences, workshops, seminars, etc

**Preference Date to Apply**: Please return applications by March 12, 2024, by 5:00 p.m.  to the Daniels County Library, PO Box 190 or 203 Timmons ST, Scobey MT 59263. The position will remain open until filled; candidates who apply by the above date and time will be given preference over later applications. A cover letter and resume should be submitted with the application.  We expect to conduct first-round interviews on Wednesday April 10, 2024 with a start date of May 6, 2024.

Daniels County is an Equal Opportunity employer and does not discriminate on the basis of handicapped status in admission or access to, or treatment or employment in, its programs and activities, or in the provision of services.

**Final applicant will be required to pass background check.**