

Position	Library Director
Library	Carroll County Public Library System
Branch Locations	Carrollton & Vaiden, MS
Date Posted	March 6, 2024
Application Deadline	May 15, 2024
Review Process	Applications will be reviewed beginning on May 16, 2024. Candidates will be contacted and interviews scheduled during the period of May 20 – May 27, 2024.
Responsibilities	The Director is responsible for all library management areas, included but not limited to Personnel, Collection Development, Budgeting, Policy Development and Implementation, Grant Writing, E-Rate Application, Community Relations, Record Keeping, Bookkeeping, and Long Range Planning. Working with and filing financial information and reports with various agencies of the Federal and State Governments. The Director reports, works, and is accountable to a five (5) member board of trustees appointed by the Carroll County Board of Supervisors.
Requirements	A Master's Degree in Library Science is preferred (but not required due to the county's population). Thus, the minimum academic requirement is a Bachelor's Degree with mandatory completion of or plan of completion of nine (9) hours of Masters' Degree courses in Library Science as required by the Mississippi Library Commission and the American Library Association. Such plan must be completed within three (3) years of being hired. Public Library, supervisory, and administrative experience is preferred. The successful candidate must have technical skills and a record of outstanding customer service and leadership. A knowledge of Quick Books financial software is required.
Salary & Benefits	Starting annual salary will be <u>\$32,000 - \$38,000</u> based on a 40-hour workweek. Benefits include personal and medical leave, paid state health insurance, Mississippi Public Employees' Retirement, and the opportunity to participate in the state's life insurance and deferred compensation plan. Evening and weekend hours may be required. Travel and participation in library-related educational programs and conference will be required. Expenses for travel to and from attendance at these programs and conferences will be reimbursed.
Contact	Barbara Sheppard at (662) 858-0051. President, Carroll County Public Library Board of Trustees. Email a cover letter and resume to barbarasheppard47@icloud.com .
Place / Environment	Time will be spent at both branch locations. Most of the work to be performed is office-type business that may include interruptions. A large amount of math and calculations is involved. Considerable involvement in the community (which may be outside regular library hours) will be required. Daily contacts with the library staff should be made. Frequent contact with community, public officials, and local agencies and organizations must also be made. Travel during the workday and on behalf of the library will be required. Therefore, candidates must hold a valid Mississippi drivers license.