

Position	Director
Library/City	Carrollton, MS
Date Posted	05/02/2025
Date Expires	
Date Available	Monday, May 5, 2025
Responsibilities	<p>The Director is responsible for all library management areas, including but not limited to Personnel, Collection Development, Budgeting, Policy Development, Management, and Implementation, Grant Writing, E-Rate Application, Community Relations, Records Management and Accounting, 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. Said Director is also accountable to adhere to all regulations and statues of the Mississippi Library Commission and those of the State of Mississippi.</p>
Requirements	<p>A master's degree in library science is preferred (but not required). The minimum academic requirement is a bachelor's degree. Mandatory completion of or plan of completion of nine course hours of master's degree courses in Library Science is required by the Mississippi Library Commission if the successful applicant does not have an MLS/MLIS. Such a plan must be completed within three (3) years of being hired. Public Library, supervisory, and administrative experience is highly preferred. The successful candidate must have computer skills and a record of excellent customer service and leadership. A knowledge of Quick Books (financial software) is preferred.</p>
Salary & Benefits	<p>The starting annual salary is \$32,000 - \$38,000 based on a 40-hour work week. 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 or after hours work may be required. Travel and participation in library-related educational programs and conferences will be required. Upon successful completion of the Master's degree requirements, reimbursement will occur.</p>
Contact	<p>Barbara Sheppard at (662) 858-0051, President – Carroll County Public Library System Board of Trustees. Perspective applicants are to email a cover letter and resume to <a href="mailto:barbarasheppard47@icloud.com">barbarasheppard47@icloud.com</a>. Said resume should include personal references along with addresses and telephone numbers.</p>

Location (Library or institution name)	Carroll County Library System
Place/Environment	<p>Time will be spent at both branch locations (two days per week at Vaiden, with 3 days per week at Carrollton. Most of the work is office-type business that may include interruptions. A substantial amount of math and calculations are involved. Considerable community involvement (outside regular library hours) will be required; daily contact with the library staff is essential. Frequent contact with the community, public officials, local agencies, and other organizations is crucial. Travel during the workday and on behalf of the library is required, for instance, attending supervisors' and town council meetings a minimum of once quarterly.</p>