

Deputy Director - Mississippi Library Commission (NON-State Service X-16 Position)

The Mississippi Library Commission (MLC) is seeking a collaborative, forward-thinking Deputy Director. This position plays a key role in ensuring that statewide library services are delivered effectively, efficiently, and in alignment with the agency's mission to strengthen and enhance library services for all Mississippians.

Position Overview

The Deputy Director oversees multiple departments within the agency and provides strategic leadership, administrative oversight, and organizational support for programs and divisions within the agency. This role works closely with the Executive Director to develop and implement statewide initiatives, set agency priorities, manage resources, and cultivate partnerships with libraries, government agencies, and statewide stakeholders while ensuring excellent customer service across programs and divisions.

Key Responsibilities

- Provide leadership and direction to assigned departments, ensuring high-quality statewide library services.
- Manage agency program development.
- Assist in developing and implementing strategic plans, policies, and statewide initiatives.
- Monitor performance metrics and evaluate departmental effectiveness.
- Support staff development, training, and positive workplace culture.
- Represent MLC in statewide meetings, professional organizations, and public presentations as needed.
- Serve as Acting Executive Director in the Director's absence.

Preferred Experience

- Public library management
- Governmental finance and budgeting
- Human Resources
- Building and facilities operations
- Technology and digital services
- Public relations
- Public speaking

Required Qualifications

- Master's degree in Library and Information Science (MLIS) from an ALA-accredited program.
- 5+ years of experience in library administration.
- Experience in team leadership and mentoring.
- Strong background in finance and budgeting, including oversight of departmental or organizational budgets.

- Experience with program management, including planning, evaluation, and reporting.
- Working knowledge of human resources practices and staff supervision.
- Experience with building operations or coordinating with facilities/maintenance teams.
- Excellent written and verbal communication, analytical, and problem-solving skills.

What You'll Need to be Successful

- Experience working with state agencies, grants, or statewide library programs.
- Familiarity with Mississippi public libraries and statewide library service structures.
- Knowledge of project management methodologies, strategic planning, or process improvement.
- Ability to handle unique problems and situations.

Personal Attributes

- Strong leadership presence and ability to motivate and guide diverse teams.
- Commitment to equitable, accessible library services for all communities.
- Ability to build positive relationships with stakeholders, partner organizations, and local libraries.
- Adaptable, organized, and capable of managing multiple priorities in a dynamic environment.
- Sound judgment in interpreting complex information, including legislation.
- Solid organizational and workflow management capabilities with proven leadership and collaboration skills, and a high level of attention to detail.

Salary and Benefits

Salary range is \$91,000 to \$105,000 dependent on experience with state benefits. This is a Non-State Service position.

How to Apply

Submit a letter of intent with a resume to HR@mlc.lib.ms.us.

Interviews will be ongoing until the position is filled.