

Meridian-Lauderdale County Public Library
JOB POSTING

Job Title: Full-Time Director

Hours: 40 hours per week

Job Description: Oversees the operation and management of the Library. Administers and establishes procedures according to policies established by the Board of Trustees. Duties shall include: (1) employment of staff with the approval of the Board of Trustees; (b) prescription of staff duties; (c) removal of staff for cause; (d) preparation of budget; (e) financial and statistical management; (f) reporting to the Board of Trustees; and (g) other acts necessary for the orderly and efficient administration of the library system. Responsibilities also include:

- Developing and implementing strategic plans, goals, and objectives;
- Managing Library staff, including hiring, training, and performance evaluations;
- Ensuring the Library's collection meets the needs of the community;
- Preparing and managing the Library's budget;
- Planning and directing activities such as public outreach programs, reading programs, and special events;
- Coordinating with vendors and publishers for the acquisition of books and other materials;
- Overseeing maintenance and upgrading of Library computer systems;
- Ensuring Library services follow professional standards and legal requirements;
- Building and maintaining relationships with community groups, schools; and
- Maintain a safe and welcoming library environment.

Salary: \$70,000

Benefits: With Benefits

Qualifications:

- Master's degree in Library Science (MLS) or Library and Information Science (MLIS) from an ALA-accredited program;
- Considerable experience in a public library setting, with a significant portion in a leadership role;
- Knowledge of current trends, technologies and best practices for library services;
- Excellent leadership and team management skills;
- Strong budget management skills; and
- Exceptional interpersonal and communication skills.

Application Deadline for Resume with References: **Friday, May 29, 2026, 5:00 p.m.**

A resume with references and any material to be considered must be received via hand-delivery or U.S. Mail in a sealed envelope at the Meridian-Lauderdale County Public Library or by electronic mail to director@meridian.lib.ms.us by **Friday, May 29, 2026, at 5:00 p.m.**

The Library is an Equal Opportunity Employer.