

De Soto Public Library

City of De Soto, Missouri

Job Title: Library Director

Deadline: First consideration is Monday, February 1<sup>st</sup>, 2021

Cover letter, resume, and 3 letters of reference can be emailed to: [tpoguewalker@sbcglobal.net](mailto:tpoguewalker@sbcglobal.net)

Or mailed in a sealed envelope to:

De Soto Public Library

712 South Main Street

De Soto, MO. 63020

Attn: Human Resources

Summary:

This is a full-time professional position at De Soto Public Library, whose primary role is the administration, supervision, and coordination of all activities and services of the library, and for carrying out the policies adopted by the De Soto Public Library Board of Trustees. S/he acts as the library spokesperson, promoting the use of the library by all members of the community and fostering good working relationships with city governments and organizations.

The Library Director is appointed by and responsible to the De Soto Public Library Board of Trustees. S/he hires and supervises all other library staff and volunteers.

Major responsibilities and duties: include the following. Other duties may be assigned.

- Service to the community
- Support and execution of library policy
- Oversight of budgeted funds
- Supervising and training staff and volunteers
- Formal reporting
- Communication with coworkers and board
- Involvement in the local community and larger library community
- Comfortable teaching and the use of various forms of technology
- Excellent people skills
- Ability to lift and/or move 40 lbs.

Minimum Qualifications:

- Bachelor's Degree required
- 3-5 years' experience working in a library or non-profit organization preferred

Starting annual salary: \$35,000 with minimum education and experience

For more information: visit <http://dspl.missouri.org/employment-opportunities/>