

De Soto Public Library
712 S. Main Street
De Soto, MO 63020

Job Title: Library Director

Cover letter, resume, and 3 letters of reference can be emailed to: rolanddspl1935@gmail.com

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. This person acts as the library spokesperson, promoting the library's use by all community members and fostering good working relationships with the city government, the local school district, and community organizations.

The Library Director is appointed by and responsible to the De Soto Public Library Board of Trustees.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Manages the daily operations of the De Soto Public Library and is responsible for patron services, staff development, and the library facilities
- Responsible for the supervision of staff
- Coordinate services and programming
- Prepare, submit, and manage an annual budget
- Prepare written reports and correspondence as required
- Assist with the formulation of Library goals, objectives, policies and procedures in conjunction with the Library Board of Trustees
- Demonstrate interpersonal and communication skills, and the ability to develop and maintain effective working relationships with staff, patrons, and the community
- Develop and maintain strong partnerships with the community
- Responsible for speaking to organizations and groups, conducting library tours, and participating in library promotions
- Responsible for carrying out policies and procedures as set by the Library Board of Trustees
- Participates in professional development, such as Missouri Public Library Forum, Missouri Public Library Directors meetings and Listserv, and Missouri Evergreen Consortium meetings and Listserv.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Demonstrate the ability to organize work effectively
- Excellent oral and written communication skills
- Demonstrate a general understanding of basic bookkeeping and office management skills
- Demonstrates innovative thinking
- Working knowledge of general management practices
- Comfortable teaching and using various forms of technology
- Excellent interpersonal skills
- Ability to lift and/or move 40 lbs.

Minimum Qualifications:

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

Salary: Starting at \$43,000 Dependent upon Qualifications