

# Position Announcement

## Executive Director

### Mississippi Library Commission

Throughout history, Mississippi has been home to some of the nation's greatest writers and most gifted artists. With an abundance of things to see and do, along with its central location, the state is a perfect place to call home.

Libraries play a critical role in Mississippi communities. They serve as a gateway to knowledge for the residents of the state's mostly rural landscape. There are currently 52 public library systems representing over 200 libraries.

The Mississippi Library Commission is proud to serve public libraries by offering grants, professional development opportunities, a wide variety of technical services, and statewide advocacy efforts.

Located in an award-winning facility in the state capital of Jackson, the agency is open to the public, offering reference services, an extensive large print books collection, and patent & trademark assistance.



The Mississippi Library Commission's Board of Commissioners is currently seeking a dynamic leader to strengthen and enhance those services, and provide support to libraries and information resources for all Mississippians. The ideal candidate is a dedicated library advocate who possesses strong communication skills and has a proven track record of professional relationship development.

The Executive Director of the Mississippi Library Commission reports to the Board of Commissioners and is responsible for statewide library development, directing and guiding an agency staff of 48, and administering an annual budget of \$12 million. This position requires a skilled strategic planner who can provide visionary, innovative, and collaborative leadership for the agency and for Mississippi libraries. Successful candidates will excel in nurturing an organizational culture that values customer service, teamwork, diversity, creativity, and accountability.

Through observation, participation, and studying collected data, the Executive Director will develop knowledge of the entire state and will use this information to determine innovative ways to improve and strengthen library services statewide. The position offers an excellent state employee benefits package and the salary will be based on the candidate's experience. The salary range for this position starts at \$90,000 and applications will be accepted until the position is filled.



#### Minimum Qualifications:

- Master's degree in library science from a program accredited by the American Library Association
- At least two years of experience as an administrative librarian or as the director of a state or public library

#### Preferred Qualifications:

- A minimum of 10 years of experience in a progressive administrative position in a state library agency or public library
- Demonstrated leadership in the library community
- Demonstrated ability to work successfully with legislative and/or governmental bodies
- Knowledge and understanding of the legislative process, specifically concerning appropriating funds, committee hearings, and the legislative leadership in the House of Representatives and Senate
- Knowledge and understanding of the Mississippi Library Commission's relationship with local government and public library systems, especially in regards to how the Mississippi Code is applied and interpreted
- Demonstrated ability to communicate persuasively before groups and to deliver information and testimony to elected and appointed officials
- Demonstrated ability to build positive relationships with stakeholders (public library directors, other state agency heads, state and federal officials) and forge effective coalitions with other organizations and institutions
- Broad scope of experience in all areas of administration, including budgeting, financial management, personnel, planning, and policy development
- Knowledge and understanding of current issues and trends in libraries
- Knowledge of and skill in the use of current technology, especially in a library setting





To express your interest in the position, please submit a letter of interest, resume, and contact information, along with a list of three references. Direct your information to Robin Hedrick, Human Resources Director, Mississippi Library Commission, 3881 Eastwood Drive, Jackson, MS 39211; phone (601) 432-4071; email [rhedrick@mlc.lib.ms.us](mailto:rhedrick@mlc.lib.ms.us).

In your letter of interest please state how you meet each minimum and preferred qualification. This will assist the Board of Commissioners as they evaluate your submission for the position of Executive Director of the Mississippi Library Commission.

*The Mississippi Library Commission is an equal opportunity employer and assures equal employment opportunities to all persons regardless of race, color, creed, sex, religion, national origin, age, physical handicap, disability, or political affiliation. The Mississippi Library Commission is committed to complying with all applicable laws affording equal employment opportunities to individuals.*



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