

Position:	Library Director
Library/City	Carnegie Public Library/ Clarksdale and Coahoma County
Date Posted	October 7, 2021
Date Expires	November 30, 2021
Date Available	Now
Responsibilities	Report to the Administrative Library Board of Trustees. Prepare comprehensive monthly reports for the Library Board of Trustees and works with the Board to formulate library procedures, policies, and other administrative duties. Manage day to day operations. Oversee automated library system, circulation of materials, collection development, library programming, inter-library loan service, cataloging, acquisitions, and public access computers. Perform public service functions as needed. Manage annual budget, analyze spending trends, and approve expenditures. Develop and deliver library programming. Compile library statistics. Apply for public and private grants with proper records management, including registration with System for Award Management (SAMS). File for E-Rate and maintain CIPA compliance. Build positive relationships with officials in cities & counties. Serve as an advocate for the library. Lead outreach to inform and educate the community on library services. Maintain relationships with local non-profits, service organizations, and other community groups. Oversee building repair and maintenance. Use state Accreditation Program benchmarks to guide long-range planning. Implement technological innovations and other 21st Century library services to meet changing needs of Clarksdale and Coahoma County residents. Ability to prioritize duties and tasks. Proficient in Microsoft Office products and QuickBooks. Experience in maintenance of websites/blogs, etc.
Requirements	Master's in Library and Information Sciences (MLS) from American Library Association (ALA)-accredited library school is preferred. The preferred candidate must have at least 3 or more years of professional library director experience including supervision of library staff. All applicants must submit a cover letter, official transcripts, and three (3) letters of reference.
Salary & Benefits	\$65,000 Salary & State of Mississippi Retirement System / Blue Cross Blue Shield of MS
Contact	Carnegie Public Library Board of Trustees @ mcaradine@cplclarksdale.lib.ms.us via mail
Location (Library or institution name)	Carnegie Public Library of Clarksdale and Coahoma County Clarksdale, MS 38614
	"Home of the Blues", is a title that Clarksdale, Mississippi wears well. This city is in Coahoma

Place/Environment

County, Mississippi the county's western border is the Mississippi River and is part of the Mississippi Delta Region. The city sits on the banks of the Sunflower River which is a main tributary of the Yazoo River lending its' name to the Sunflower River Blues and Gospel Festival, this musical festival draws it audience from New Zealand, Italy, Japan, Germany, from Paris France to Bangkok, Thailand. All affirm Clarksdale as the Cradle of the blues. It has celebrated over 30 years and ranks as one of the top 10 cities in America to hear authentic music.