

Position	Library Director
Library/City	Carrollton, MS
Date Posted	5/30/2024
Date Expires	
Date Available	Immediately
Responsibilities	<p>The Director is responsible for all library management areas, including but not limited to Personnel, Collection Development, Budgeting, Policy Development and Implementation, Grant Writing, E-Rate Application, Community Relations, Record Keeping, Bookkeeping, and Long-Range Planning. Working with and filing financial information and reports with various agencies of the federal and State Governments. The Director reports, works, and is accountable to a five (5) member board of trustees appointed by the Carroll County Board of Supervisors.</p>
Requirements	<p>A master's degree in library science is preferred (but not required). The minimum academic requirement is a bachelor's degree. Mandatory completion of or plan of completion of nine (9) course hours of master's degree courses in Library Science is required by the Mississippi Library Commission if the successful applicant does not have an MLS/MLIS. Such a plan must be completed within three (3) years of being hired. Public Library, supervisory, and administrative experience is highly preferred. The successful candidate must have technical skills and a record of excellent customer service and leadership. A knowledge of QuickBooks is preferred.</p>
Salary & Benefits	<p>Starting annual salary is \$32,000 - \$38,000 based on a 40-hour work week. Benefits include personal and medical leave, paid state health insurance, Mississippi Public Employees' Retirement, and the opportunity to participate in the state's life insurance and deferred compensation plan. Evening and weekend hours may be required. Travel and participation in library-related educational programs and conferences will be required. Travel expenses to and from attending these programs and conferences will be reimbursed.</p>
Contact	<p>Barbara Sheppard at (662) 858-0051, President, Carroll County Public Library System Board of Trustees. Email a cover letter and resume to barbarasheppard47@icloud.com.</p>
Location (Library or institution name)	Carroll County Library System
Place/Environment	<p>Time will be spent at both branch locations. Most of the work is office-type business that may include interruptions. A large amount of math and calculations is involved. Considerable community involvement (outside regular library hours) will be required; daily contact with the library staff is essential. Frequent contact with the community, public</p>

officials, local agencies, and organizations is crucial. Travel during the workday and on behalf of the library will be required. Therefore, candidates must hold a valid driver's license.