

Title: Library Director, Linwood Community Library, District #1

Location: Linwood Kansas

Position Type: Full time, forty hours per week

Salary Range: Starting at (\$50k to 55k depending on qualifications).

Health benefit: Employer Health Reimbursement (up to \$500 monthly.)

Other Benefits: Designated holidays, one week vacation year one, two weeks year two.

Job Description: The Library Director serves as the chief executive of the library, acting as a jack of all trades responsible for the overall administration, daily operations, and strategic vision of the facility. This role requires a community focused leader who can balance hands on management with high level planning. The Director works under the direction of the board of trustees to implement policies, manage the annual budget, and ensure the library remains a vital, inclusive resource for the local community

Summary: The library seeks a proactive, community focused director to lead our small public library.

The Role: As the Library Director, you will serve as the chief executive of the library. In a small town setting, this means you will be both a visionary leader and a hands-on manager. You will work closely with the Library Board of trustees to set policies, manage the budget, and ensure the library remains a vital community resource.

Key Responsibilities:

- Administration and finance:** prepare and manage the annual budget, seek and request grants to supplement local funding.
- Team leadership:** Recruit, train, and supervise a small staff and dedicated team of volunteers.
- Community engagement:** Act as the face of the library by building partnerships with local schools, businesses, and government officials.
- Collection and Tech Management:** Oversee the selection and weeding of books and digital materials, troubleshoot basic library technology and software.
- Board relations:** Attend monthly board meetings and provide detailed reports on library operations and metrics.

Qualifications: Master of Library Science (MLS) from an accredited program is preferred. Bachelors degree with one year of relevant library management experience will be considered. Must have strong people skills, common sense, and the ability to work independently in a multifaceted environment. Must achieve a Kansas Public Librarian certification within one year of hire, in accordance with the Kansas Library Association (KLA) requirements.

How to apply: Send cover letter and resume to director@linwoodlibrary.org.

Deadline: "Open until filled". Priority given to applications recieved by June 1st.