

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 60k depending on qualifications).

Health benefit: Health insurance premium 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: Bachelor's degree from an accredited school. Must have strong people skills, common sense, and the ability to work independently in a multifaceted environment. Must have an APPLE certificate, or be willing to complete APPLE training as required for accreditation.

How to apply: Send cover letter and resume to: linwoodlibchair@gmail.com

Deadline: Open until filled