

The Jackson County Library in Newport, Arkansas is seeking a Library Director. Jackson County is conveniently located 90 miles from Little Rock and Memphis. With a historic past filled with rockabilly music and steamboats, we serve a population of over 17,000. Headquartered in downtown Newport with a branch in Tuckerman, the library is looking forward to a bright future.

The ideal candidate must have good interpersonal skills, excellent written and oral communication skills, a demonstrated ability to work effectively with a diverse staff and community, and have the ability to administer all library functions within established goals, guidelines, and policies. They should have knowledge of current and emerging library technologies and e-rate. The ideal candidate is organized, enthusiastic, ambitious, flexible, capable of setting and meeting goals and deadlines, and personable. They must reside in Jackson County. Must be able to travel to meetings, events, and conferences using personal transportation.

Minimum requirements include a Bachelor's degree and willingness to attain a Master of Library Science from an ALA-accredited school, 2+ years of supervisory experience, and 3+ years of work in a library setting. Preferred qualifications include a Master of Library Science degree (or equivalent) from an ALA-accredited school and 5 years of work in a library setting.

If you are interested in applying, please send your resume, cover letter, and references to [jacksoncolibrary@gmail.com](mailto:jacksoncolibrary@gmail.com) or mail them to the Jackson County Library, 213 Walnut St, Newport, AR 72112. This position will be open until February 21, 2019.

### Summary

This position provides leadership and advocacy for the Jackson County Library, its staff, and its patrons. Responsibilities include supervising 3 employees, overseeing all library operations, planning and hosting programs for the public, preparing and circulating marketing for the library, overseeing a budget of approximately \$300,000 annually, and maintaining library policies and procedures based on accepted standards, best practices, and legal compliance.

### Responsibilities and Duties:

**Customer Service:** Maintain excellent patron service by interacting with patrons, occasionally by working at the circulation desk. Lead and promote excellent customer service to all library customers and staff. Represent the library and establish relations with outside vendors. Maintain employee and patron confidentiality according to state and federal laws.

**Supervision and Leadership:** Oversee all aspects of the main library and branch location. Regularly draft and update policies, procedures, job descriptions, and any other documents as needed. Communicate any changes and ensure they are being followed correctly. Hold regular staff meetings and regularly work closely with staff members. Represent the Library through leadership in community organizations. Commitment to professional growth and development including professional organizations at the state and national levels. Work on future planning for library services by acquiring knowledge of trends in service opportunities.

**Finances:** Prepare budgets and necessary supporting documentation for the board. Work closely with bookkeeper to ensure accurate accounting. Prepare documentation for the legislative audit annually.

**Personnel:** Responsible for interviewing, hiring, training, evaluating, disciplining, and terminating employees. Ensure the library is compliant with local, state, and/or national laws with regards to all applicable Human Resource issues including record keeping, employment practices, and benefits.

**Collection Development and Maintenance:** Responsible for preparing and adhering to collection development policy. Handle majority of collection purchases and maintain purchase budget. Oversee maintenance of catalog of over 35,000 items and supervise additions and changes.

**Marketing and Public Relations:** Prepare and circulate marketing materials for library events and services. Oversee library's facebook page and website.

Salary and Benefits:

The starting salary for this position is based on experience and education. The library provides 100% employer paid health insurance. Sick leave and vacation leave are included in the benefits package.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk, hear, stand, sit, walk, bend, stoop, reach with hands and/or arms, and use hands and fingers to handle items. The employee is occasionally required to kneel, climb, and balance. The employee must frequently lift and/or move up to 5 pounds; and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.