

# LIBRARY DIRECTOR

The Spencer Public Library Board of Trustees is seeking a Library Director who will continue to build on the Library's mission to serve as a relevant and accessible resource for the community and surrounding area. Spencer has a population of 12,000 and is located in the Iowa Great Lakes area. Candidates for this position would be expected to have had prior success working with library personnel, city officials and staff, and community leaders and to have experience with budgeting as well as short- and long-term planning. Candidates should possess strong communication skills as well as interpersonal and supervisory competency.

## **EDUCATION AND SKILL REQUIREMENTS:**

- \* A Master of Library Science degree is strongly preferred. A Bachelor's Degree with a concentration in or major in Library Science or related field, or an equivalent combination of education, training, and experience is acceptable.
- \* State of Iowa Library Level IV accreditation certificate or the ability to obtain such certification within two years of hire date.
- \* Must have experience with professional library services and computer systems.

The Library Director is responsible for overseeing all aspects of Library operations, including the supervision of 11 staff members. Specific employment responsibilities would include budget planning and operation, management and reporting, technology planning and implementation, collection development, overseeing the maintenance and repair of Library building and equipment, and working with Spencer City Officials and others in the community. The Director reports to the nine members of the Spencer Public Library Board of Trustees. The salary range for this position would be consistent with the individual's qualifications and experience.

Interested candidates should submit a resume, cover letter, and three references to Karen Carey, Board President, at [klwcarey@live.com](mailto:klwcarey@live.com) by March 15<sup>th</sup>. Written submissions may be sent to Spencer Public Library (21 East 3<sup>rd</sup> Street, Spencer, IA 51301) – Attn Search Committee

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