Position: Library Director, Dolores Public Library District, Dolores, Colorado

Job Description:

The Director serves as the Chief Executive officer of the District and administers all day-to-day operations of the library including administrative functions (60%), personnel management (20%), collection/circulation (10%), and programs/marketing (10%). Fundraising plays a minor role in overall job responsibilities of the Director. The Director works under the general direction of and in collaboration with the Board of Trustees. The Director must be knowledgeable about current library science and technology and possess strong organizational, decision-making, supervisory, grant-writing, and marketing skills. The Director must provide both individual and team leadership to a small, committed and experienced staff. The Director is also an active community member, networking and collaborating with the local schools, businesses, and local government.

The ideal candidate will be a hands-on approach person who actively interacts with patrons of all ages and actively participates with staff in providing services in all areas of library function. The candidate should have high standards for public service and be committed to the mission of the District.

Description of Library and local Community:

The Library District contains 3,700 residents and is one of four public libraries serving Montezuma County, located in the very southwestern corner of Colorado. The library has a collection of about 21,000 items, maintains an active website and social media presence, and offers adult and children’s programming throughout the year. The library has an annual budget of approximately $275,000.

Education and experience:

At a minimum, a candidate must have a bachelor’s degree in library science or non-profit administration or education or a related field and experience working as a librarian or significant work experience in public service or nonprofits. Work experience and/or professional skills in accounting, budgeting, HR functions, and facilities management are highly desirable.

This is a full-time position and requires forty hours per week; more hours may be required at times. The final candidate must successfully pass a Colorado Bureau of Investigation background check before hire.

Salary range: $50,000 – $55,000 depending on experience. Benefits include paid leave, monthly health benefit stipend, and retirement plan.

Language skills:

Spanish is not required.

Application requirements: A complete application includes a cover letter and resume submitted in PDF format to doloreslibrary4@gmail.com. Three professional references will be requested should you be a finalist. Applications accepted through March 15, 2020. Anticipated start date is early to mid-June 2020. A complete job description is available at www.doloreslibrary.org.

Links

Job description: http://www.doloreslibrary.org