

The Scott County Library in Scott City, KS is seeking a Library Director, position to be filled by Dec. 31, 2010. The full time position has a salary range of \$28,000–30,000. Benefits are KPERs retirement, paid vacation and paid sick leave. No health insurance is provided at this time.

Qualifications: (Library directors serving populations fewer than 8,000 do not have the MLS degree as the public library education standard) require associate degree, college degree or experience commensurate, with a working knowledge of Quick Books. Must be willing to attend and complete classes in the Certification Program for Kansas Library Administrators.

Skills and Working Conditions: Proficiency in the use of keyboard and basic knowledge of computer required. Have ability to communicate pleasantly with people of all ages with a good command of the English language. Physical requirements include the ability to stoop, bend, and stretch to retrieve or shelve materials. Must be able to lift and carry up to 25 pounds and push a cart of books.

Essential functions of the job:

- *Help develop annual budget, financial expenditures, fund drives.
- *Responsible for hiring, firing and scheduling employees.
- *Attend monthly Library Board Meetings and a yearly meeting with County Commissioners to present annual operating budget.
- *Purchase and discard media
- *Have knowledge of and utilize it in book processing, cataloging inventory, Dewey Decimal system and shelving system.
- *Prepare payroll (with assistance of accountant) fund ledgers and financial accounting for auditors. File monthly, quarterly, and annual reports to state and federal agencies as required.
- *Promote Library through news releases, talks to groups, tours of the Library, etc.
- *Supervise the maintenance of the physical facility.

To apply: Send resume, cover letter, and three references to:

Scott County Library, 110 W. 8th St., Scott City, KS 67871

Email: sclib@wbsnet.org

Fax: 620-872-0248

Phone: 620-872-5341

Finalists will be contacted for interviews by Nov. 10, 2010