

The Polk County Library Board of Trustees are now searching for a dynamic, out-of-the-box thinker who is an experienced administrator with a commitment to a high level of public service to library patrons and staff. The Polk County Library is a well-funded, countywide library system headquartered in Bolivar, MO with three branch locations: Fair Play, Humansville, and Morrisville. The library has nine full-time and seven part-time staff members. Applicants must possess excellent communication and organizational skills.

Location: 1690 W. Broadway St., Bolivar, MO 65613

The Polk County Library System serves a population of 31,137 individuals in a growing, rural-suburban area located just north of Springfield, MO. The Polk County Library has recently gained a significant tax levy increase and is in the midst of adding staff and expanding patron services. Additionally, the Polk County Library is a proud member of Missouri Evergreen as of May 2016.

Starting Salary Range:

- \$55,000 - \$65,000 (commensurate with experience)

Job Purpose/Duties:

- Advocate for the library in all settings
- Communicate effectively with board of trustees regarding all operations and initiatives
- Provide strategic leadership for the coordination and management of library services including planning, budgeting, assignment, and the integration of emerging technologies and trends.
- Seek external funding in support of strategic library initiatives
- Develop new and improvised spaces and services
- Lead PCL collaborative efforts with other libraries and literacy organizations in the state and the region to optimize use of existing resources and to develop new initiatives
- Cultivate and sustain an organizational culture of respect, teamwork, professional growth and responsibility while rewarding learning, creativity, ownership, and innovation

Minimum Qualifications:

ALA accredited master's degree in Library Science or master's degree in a related field with at least 5 years of current, relevant experience.

Preferred Qualification:

- Experience in a public library setting
- Demonstrated progression of supervisory responsibilities
- Demonstrated ability to build teams and foster a collaborative working environment
- Demonstrated administrative responsibilities of budgeting and planning
- Effective oral, written, and electronic communication skills

How to apply:

Interested candidates should electronically submit an application consisting of a cover letter, current curriculum vitae, and complete contact information for three references to President LeeAnn Clark at trustees@polkcolibrary.org. Applications accepted until the position is filled.

Comments:

The Polk County Library is an equal access, equal opportunity, and affirmative action employer.

All job offers are contingent on successful completion of a criminal background check and employment verification process.