**Fort Scott Public Library Director Requirements**

**Education:**

Master of Library Science degree (MLS) from an American Library Association (ALA) accredited school - **Preferred**

Four-year under-graduate degree in any field plus relevant experience – **Required**

**Skills:**

**The public library director must:**

* have a desire to work with and serve the Fort Scott user community
* be able to think analytically, adapt quickly, and develop new or revised systems, procedures, and work flows
* have initiative and be able to think and judge independently
* have a knowledge of computers, the internet, social media, and be willing to learn the library software provided by the Southeast Kansas Library System (SEKLS)
* Prepare comprehensive reports and present those reports and ideas clearly and concisely in written and oral form to the board and others
* be able to communicate both orally and in writing
* have the ability to make administrative decisions, interpret old and create new policies, and supervise your staff
* manage full and part-time employees
* have effective working relationships with the library board, associates, volunteers, community agencies and the public
* be knowledgeable about the philosophy and techniques of library service – ethics, ALA Bill of Rights, etc.
* be able to work independently and organize all job duties
* know your library: its materials and its resources
* be responsible for adult collection development
* use creativity to develop and implement adult library programs and services
* support and work with Children’s librarian
* effectively manage the directing, planning, organizing, staffing, coordinating, budgeting, and evaluating all of the library’s operations
* keep library building and grounds safe and in working conditions for public use

**Experience:**

Prefer managerial or administrative experience

Demonstrates interest in professional development through attending workshops and conferences

**Job Type: Full-time**

Pay: $55,000.00 - $65,000.00 salary, commensurate to experience

**Benefits:**

* KPERS
* Paid time off
* Professional development assistance

**Other:**

* Ability to commute/relocate required
* Weekend availability required

This position will remain open until filled. Please send a resume and cover letter to:

Email: [fortscottlibrarybd@yahoo.com](mailto:fortscottlibrarybd@yahoo.com)

or mail: Fort Scott Board of Directors

201 S National Ave  
 Fort Scott, KS 66701