



Madison County Government
PO Box 579
Marshall, NC 28753

Vacancy Announcement

Library Director

Madison County Public Libraries
Salary Range: \$50,000-\$56,000
FLSA Status: *Exempt*

The Madison County Public Libraries (MCPL), a rural library system located in the beautiful mountains of Western North Carolina are recognized as an integral and enriching entity in the community that continues to seek innovative ways to serve *everyone* in the county including residents of our three unique towns-Hot Springs, Marshall and Mars Hill-that abound in rich culture, history, and recreation. The county is home to numerous nature trails including the Appalachian Trail, a vibrant music scene, and a library that is committed to adding quality to lives through promoting literacy, supporting life-long learning, and connecting community. In addition, the MCPL has won the distinction of being the Best Small Library in America in 2018 by Library Journal.

General Definition of Work

Madison County seeks a highly motivated professional to manage the daily operations of the Library. The County is seeking a candidate who will continue to grow and enhance library services through the effective management of library staff, technology, collection, and resources. Duties include policy recommendation, departmental planning, and direction and administration of library activities. The work requires that the employee have thorough knowledge, skill and ability in every phase of the public library field.

Qualification Requirements

The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Develops, plans and evaluates library services, programs and technologies for the County.
- Develops, implements and evaluates library operating policies and procedures.
- Recruits and selects department personnel; assigns, directs and inspects the work of and supervises and evaluates assigned personnel; ensures the proper training of personnel; recommends suspensions and termination.
- Formulates, administers and oversees the library budget, strategic goals and technology needs.
- Administers federal and state programs and funds; obtains and administers grants and other outside funds.
- Prepares monthly, annual and other statistical and narrative reports.
- Engages in on-going public relations for library services.
- Ensures the proper maintenance and housekeeping of County libraries; refers issues to appropriate department.
- Abides by, enforces and participates in the implementation and ongoing oversight of Madison County Government safety standards and regulations.

Knowledge, Skills and Abilities

Comprehensive knowledge of professional library principles, methods, materials, operations and practices; ability to analyze library service problems and participate in effectively solving them; ability to organize, manage and motivate people; ability to prepare and present reports, budgets and other presentations; ability to supervise the work of subordinates; ability to direct employees' professional training for library work; ability to establish and maintain effective working relationships with associates, similar service organizations, professional organizations and library patrons.

Education and Experience

- Master's Degree in Library Science and three years professional experience in the library field, including supervisory and administrative experience.
- Must be certified by the North Carolina Library Certification Board

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk and sit. The employee is occasionally required to stoop, kneel or crouch. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Employee will frequently engage in keyboarding (typing) and operating a personal computer.

Where to Apply

The position is open until filled. Submit a North Carolina State Application (PD 107) with a cover letter to Madison County Human Resources. To obtain an application, visit <https://www.madisoncountync.gov/employment-opportunities.html>. Applications will be accepted at the Madison County Human Resources Office, 107 Elizabeth Ln., Marshall or mailed to: Madison County Human Resources, PO Box 579, Marshall, NC 28753. Applications will also be accepted via email at hr@madisoncountync.gov.

Madison County Government is an Equal Opportunity Employer.

Salary and Benefits

\$50,000-\$56,000. This position comes with a benefits package including: paid health insurance, dental, eye and other supplemental insurances available, paid sick time, paid vacation time, and paid holidays.