

**Hoesch Memorial Public Library**

**Position Open: Library Director – Full Time**

**Supervised by Library Board of Trustees**

**Education: High School Diploma or GED Certificate. Bachelors Degree preferred, but not required**

**Salary is commensurate with experience; excellent benefits package offered**

**Application Deadline: October 10, 2024 at 5:00 P.M.**

**Position open until filled**

**Must live in or relocate to Alma, or within 15 miles of Alma upon hire**

**For more information, contact Hoesch Memorial Library at (308)928-2600**

**How to Apply:**

**Please submit a letter of interest, a resume, and a minimum of three work-related references to:**

**Hoesch Memorial Public Library**

**1119 Second Street, PO Box 438**

**Alma NE 68920**

**A dynamic leader passionate about the future of libraries is needed. Self-motivation, enthusiasm, and flexibility are essential.**

**Essential functions:**

- Provides leadership in developing and implementing strategic planning and plans for services, facilities, staffing, and technology.
- Writes Grants for Library Improvements, and to attend Library Conferences when possible.
- Creates a climate of acceptance for new library concepts, programs, and services. Encourages use of new and expanding technologies to improve patrons' experiences and staff productivity.
- Presents a positive image of the library through effective working relationships with the Board of Trustees, Library personnel, city officials, community organizations, and the general public.
- Actively participates in representing and promoting the library in a variety of venues, organizations, and activities within the community.
- Engages the library in cooperative activities and partnerships with other libraries, agencies, and organizations.
- Attends Board of Trustees meetings, advises the Board regarding library system policies, procedures, and operations. Ensures all Board meetings comply with the Open Meetings Act, and official records are maintained.
- Develops and/or recommends new or revised policies, programs, services, or operational procedures for Board action or approval. Ensures the policies, goals, and directives of the Board are implemented. Interprets policies, plans and decisions of the Board to Library personnel and the general public.
- With the Board, develops the library's annual budget.
- Oversees the employment, retention, promotion, and termination of library personnel consistent with approved personnel policies, rules, and regulations, and reports results to Board.
- Fosters a continual learning environment that promotes career development amongst the library staff.
- Participates in professional library organizations. Represents the library at professional conferences, public meetings, activities and events, serving as an official spokesperson for the library.
- Interacts professionally and respectfully with the Board of Trustees, Library staff, and the public.
- Provides excellent customer service, demonstrating the ability to communicate effectively with people regardless of age, race, sexual orientation, socio-economic background, gender identity, or ability level