

JOB OPENING

Executive Director

The Mancos Public Library Board of Trustees is seeking a dynamic, innovative and visionary individual to fill the leadership position of Executive Director. Under the guidance of the Library Board of Trustees, the Executive Director has oversight of library services, programs and resources and is responsible for the planning, implementation, supervision and evaluation of all library operations. Job duties include (but are not limited to):

- Directs the development and implementation of long range and strategic planning
- Develops and implements library policies in conjunction with Board of Trustees
- Leads and motivates staff members
- Retains primary responsibility and oversight for the operating and capital budget
- Maintains inter-governmental and community relations
- Serves as the Mancos Public Library's advocate and spokesperson
- Plans, implements, and evaluates library services
- Oversees utilization and maintenance of the physical plant, grounds and equipment
- Provides staff support to the Board of Trustees

The Executive Director is a full-time, salaried position. Benefits include a health stipend, a CCOERA retirement plan, and paid vacation, sick leave and holidays.

Five years of relevant experience demonstrating an increasing level of decision making responsibility in management and administration, and a Bachelor's Degree from an accredited college are required. MLS degree, experience in public library finance and budgeting, and knowledge of applicable state and federal laws are preferred.

Starting salary: \$45,000 + / yr. (DOE)

For questions, additional information (including a full job description), call Lee at (970)533-7600 or email lhallberg@mancoslibrary.org or visit our website at mancoslibrary.org.

To apply: submit **resume** and **cover letter** via email to lhallberg@mancoslibrary.org; via snail mail or in person to Mancos Public Library, 211 1st St., Mancos, CO 81328.

The Mancos Public Library is an equal opportunity employer.

