

## **Job Summary**

The Sherrard Public Library District Board is seeking a creative and dynamic leader who will work closely with the Library Board, staff and community. The successful candidate will represent the Library within the community, develop collections, manage the 6 person staff team, and provide strong financial skills to manage the budget of \$300,000. The Director will also provide vision for the library and should possess a positive, achievement-oriented attitude. The library would like someone with excellent leadership and communications skills, strong skills in finance and budgeting, grant writing, knowledge of library trends and technology, and the ability to foster a team environment. Candidate must be able to represent library interests and needs with local community organizations. The successful candidate will collaborate with community organizations including the Sherrard Community School District #200, surrounding libraries, and village.

## **Qualifications and Skills**

Applicant requirements:

- Four year degree in Business Administration, Finance, Library Science, Education or equivalent
- At least five years of public library experience
- Experience managing budgets

Preference will be given to candidates with:

- Masters in Library and Information Science or similar degree
- Previous experience as a library director or assistant director
- Demonstrated success managing people and grant writing

## **Benefits**

IMRF

JOB OPEN UNTIL MARCH 16, 2018 3:00 PM

Job Type: Full-time

Salary: \$35,000.00 to \$40,000.00 /year

Please send Resume and Cover Letter to [director@sherrardlibrary.org](mailto:director@sherrardlibrary.org)