

Library Director

Library District #1 Doniphan County, Kansas

Full-time, exempt position

Position Summary

This position requires dynamic, innovative, and passionate leadership. The ideal candidate is someone who has demonstrated experience and education in library management, budget development, and operations. The director should be personable, friendly, and outgoing and exhibit adaptability, flexibility, and innovative thinking to advance programs, increase patrons and implement new ideas and technologies.

The Director, under the direction of the Board of Trustees, is the chief executive officer of the library and oversees the library's strategic planning, administrative and management operations, library staff, finances, facilities, budgeting and compliance, programs, collections and services, technology, outreach and marketing. The library director must also provide leadership in the training, motivation, and professional development of staff and volunteers.

The position is exempt, full-time (40 hours per week) and is eligible for a benefits package including health insurance, retirement plan, paid holidays and paid time off.

Key Responsibilities

Management and Administration: Plan, organize, and direct all library activities and operations. Develop and implement long-range and short-term goals and objectives in conjunction with the Library Board. Oversee the daily operations, facilities maintenance, and technology needs of the library.

Budget and Finance: Prepare the annual budget for Board review and approval, and administer expenditures within approved guidelines. Maintain accurate financial records and prepare required reports for the Board and state library. Prepare necessary reports in support of the annual audit.

Personnel and Supervision: Recruit, hire, train, supervise, and evaluate library employees and volunteers in accordance with library policies and legal requirements. Foster a positive work environment and provide opportunities for professional development.

Collection Development: Oversee the selection, acquisition, processing, organization, and weeding of a balanced and comprehensive collection of print, non-print, and digital materials that meets the diverse needs and interests of the community. Periodically review and recommend revisions to the collection development policy.

Community Outreach and Programming: Develop, oversee, and execute a range of services and programs for all ages to address community needs and promote library use. Engage in public information, marketing, and community relations tasks, including preparing press releases and maintaining an active social media presence. Advocate for the library at the local and state level.

Law and Standards: Remain informed on state and national library requirements and trends. Ensure the library meets the accreditation standards of the Northeast Kansas Library System. Stay current on state and local laws and pending legislation that could impact the library.

Fundraising: Identify and pursue funding opportunities, including grant writing. Coordinate with the Doniphan County Community Foundation and other library groups as available.

Board Relations: Serve as the technical advisor to the Library Board of Trustees, informing them of library activities, issues, trends, and relevant legislation, and providing updates on all financial, personnel, community and maintenance concerns on a monthly basis. Prepare meeting agendas and necessary reports.

Required Qualifications and Skills

Education: A Bachelor's degree in a related field relevant to library science, management or administration is required. A Master's degree in Library Science (MLS or MLIS) from an American Library Association (ALA) accredited institution is preferred.

Experience: Two-plus years of progressively responsible professional library experience required.

Knowledge and Abilities:

- Knowledge of the principles and practices of professional library science and administration, including budgeting and personnel management.
- Knowledge of QuickBooks or similar accounting program a plus.
- Strong leadership, communication, both oral and written, and interpersonal skills.
- Proficiency with library automation systems, computers, and current technology, including social media.
- Ability to work effectively with the Board of Trustees, municipal officials, community groups, and the general public.

Other Requirements: A valid driver's license and personal vehicle is required for official library business. Mileage will be reimbursed at the federal standard rate. Must be able to lift at least 25 pounds occasionally.

Work Environment

Work is performed primarily in a general office and library setting but requires availability for extended or non-traditional hours for meetings, programs, and community events.

About the Library

Library District #1 Doniphan County currently has library branches in Troy, Highland, Wathena, and Elwood, Kansas with a 7,000 service area population. Programming staff plan, organize, promote, and

lead programs at all four branches. The Library Director has an office at Troy and travels as needed to the other libraries.

The majority of funding is provided by taxes levied independently of the city or county. The Library has an annual budget of approximately \$700,000 and a staff of six full time and six part-time employees.

About the Community

Doniphan County, Kansas, located in the state's northeast corner along the Missouri River, is known as one of Kansas' oldest settled areas, rich in history and featuring rolling hills, agricultural roots, as well as historic towns like Troy, Highland, Elwood and Wathena, and significant Native American history. It offers rural charm with historic sites such as the Iowa and Sac and Fox Mission, scenic byways, and unique landmarks like the "Tall Oak" monument in the county seat of Troy. Doniphan County is also home to Highland Community College. It was founded in 1858 and is known as the first college in Kansas.

Saint Joseph, Missouri (70,098 est. pop.) is across the Missouri River from Doniphan County. St. Joseph is home to Missouri Western State University. Benedictine College, located in Atchison, Kansas, is approximately 24 miles from Troy. The Kansas City metro area is about a 45-minute drive.

[**Doniphan County-General Data**](#)

[**Doniphan County-New Residents Guide**](#)

[**St. Joseph, MO-Living and Visiting**](#)

Doniphan County is classified as a Rural Opportunity Zone (ROZ); new residents may be eligible for financial incentives like state income tax credits and student loan repayment assistance. More information about ROZ is available at:

<https://www.kansascommerce.gov/program/taxes-and-financing/rural-opportunity-zones-roz/>