

# JOB ANNOUNCEMENT

## LIBRARY DIRECTOR

Beaver City is hiring a full-time Library Director. This is a full time, full benefit position with a starting wage depending on experience. Minimum qualifications:

Graduation from college with a degree in business, education, or related field

Five (5) years of library experience

Or an equivalent combination of education and experience

Required Knowledge, Skills, and Abilities:

Considerable knowledge of theories, principles and objectives of library service; management concepts and methods related to team building, empowerment and participative leadership; information services and collection development; current trends and developments in library services; human resource management and principles of supervision; training and staff utilization principles; legal and political issues affecting library operations and management; budget development and fiscal responsibility requirements; principles of negotiation and problem solving; library reference, circulation, acquisition, processing, cataloging and classification methods, practices and procedures; Dewey Decimal System; various areas of specialization of material related to different patron groups; reader interest levels; interpersonal communication skills; software applications; various types of inter-related equipment, specifications and compatibility; specialized library system elements. Working knowledge of computer technologies affecting the future of library operations and services.

Ability to direct the work of others; establish and maintain effective working relationships with employees, other agencies and the public; communicate effectively, verbally and in writing; implement cooperative problem-solving processes; anticipate changing needs for services and facilities; operate personal computer and various software applications for word processing and spread sheet information; access e-mail and effectively function in a computerized communications environment.

All interested persons should fill out a Beaver City Employment Application and submit with a resume to the Beaver City Office, 30 West 300 North, by **Thursday, September 9, 2021 at 5:00 p.m.** Applications can be obtained at the library, the city office, or on the Beaver City website [www.beaverutah.net](http://www.beaverutah.net).

Beaver City is an Equal Opportunity Employer.