



## **Position Open for Library Director**

The City of Sergeant Bluff is accepting applications for a full-time Library Director. Under the general supervision of the Sergeant Bluff Public Library Board of Trustees,

The Library Director is responsible for operations and administration of the Sergeant Bluff Public Library, which includes a broad range of public library functions. Responsible for the management of the public library collection and for the provision of library services to patrons and community organizations. Duties include policy recommendation, departmental planning, and administration of all library activities. The position is invested in making library technical decisions in collaboration with the Library Board of Trustees. Position requires the completion of Library Director Endorsement coursework within 2 years of hire date and 5+ years or library operation experience. The Library Director serves as the City spokesperson for all issues related to the Sergeant Bluff Public Library and assures the operational effectiveness of the department. Senior management position involving oversight of permanent full time, permanent part time, seasonal and volunteer personnel. Must be community minded and visible in the public; willing to attend community events and being involved in civic opportunities. Other duties may be required and assigned. Full job description is available on the Library and/or City websites. Position compensation is \$42,000 annual salary plus an excellent benefits package that includes Medical and Dental. Applicant must be available to work nights and weekends as needed. Send resume and completed job application to City Hall, Attn. City Clerk, PO Box 703, Sergeant Bluff, IA 51054 or by email to [CityHall@cityofsergeantbluff.com](mailto:CityHall@cityofsergeantbluff.com) . Applications are available at City Hall, 501 4<sup>th</sup> Street in Sergeant Bluff and online at <https://cityofsergeantbluff.com/government/human-resources/>. Applications will be accepted until 4:00 p.m. on May 19, 2023. The City of Sergeant Bluff is an Equal Opportunity Employer.