Position: Director

Portneuf District Library
Chubbuck, Idaho, 83202, United States

Salary: $58,429.00 - $69,326.00 (Yearly Salary)

Status: Full-time

Posted: 08/02/17

Deadline: 09/10/17

Position: Director

Position Description:
The Portneuf District Library, located in Chubbuck, Idaho, seeks a community-minded, innovative, and visionary leader as Director of the library. The ideal candidate will provide positive and dynamic leadership enabling the Portneuf Library to continue growing and changing to meet the needs of the community. The Portneuf Library serves a population size of nearly 25,000 and is embedded in the community. An engaging community leader and partner is required, as the Director will network with key stakeholders in Portneuf’s district. This position reports to an elected 5 member Board of Trustees.

Position Responsibilities:

• Provide materials, programs, and services that encourage lifelong learning,
• Encourage multi-generational community building,
• Support the intellectual and recreational self-development of the individual in a comfortable physical and digital environment.

Required Qualifications:

• Strong fiscal and budgeting skills
• Strategic thinking and planning abilities
• Excellent communication and people skills
• The ability to hire, train, mentor, and motivate staff
- Knowledge of public library administration
- Master’s in Library Science
- Five years of library experience, with three years or more of increasing responsibility and work experience with supervising staff, services, collections, and related library work.

**Closing Date:** 09/10/17

**Special Instructions to Applicants:**
Please direct your cover letter, resume, and references, and any questions you have to the Library Board Chair, Dean Hazen