**Director**

**Dodge City Public Library**

**Dodge City, Kansas**

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Located in Southwest Kansas, Dodge City has embraced its historical past creating a rich community that includes historical sites, museums, a community theater, entertainment, and great food. Dodge City welcomes visitors and new residents with friendliness and helpfulness. The town’s population continues to expand. The Dodge City school district has also grown and developed over the past several years. Dodge City is a diverse community that maintains its small-town historical feel.

**About the Library**

Dodge City Public Library serves a community of 27,400 residents. The library employs 17 full-time and 5 part-time employees. The library has an overall budget of $1.36 million. Library door counts continue to grow each year. The library has recently undergone a remodel of its Children’s Department and added the Kansas Heritage Center.

**Position Summary**

The Director carries out the mission of the library in collaboration with the Library Board. The Director plans, organizes, directs, and manages all aspects of library services in conformity with the policies established by the Library Board of Trustees and the accreditation required by the Southwest Kansas Library System.

**Compensation**

The hiring range for this position is $68,000 - $88,000 annually with a generous benefits package including KPERS, sick leave, and vacation leave. Pay will be determined by education and experience.

**Minimum Required Education and Experience**

1. Master’s Degree in Library Science from an ALA-accredited school
2. Five years of experience in public library management

**Additional Eligibility Qualifications**

Required Licenses or Certifications:

* Must possess or have the ability to obtain a valid Kansas Driver’s License.
* Also, must pass a background check.

Required Residency:

* Director is required to live in Ford County when employment begins.
* Relocation compensation negotiable upon acceptance of position.

Required Knowledge of:

* + Principles and practices of public library system administration.
  + Public library policies, procedures, and standards of service.
  + Federal, state, and local regulations governing library operations.
  + Current trends in library services, programming, technology, and “best practices”.
  + Methods for evaluating public library programs, policies, and operational requirements.
  + Processes for developing and administering budgets.
  + Supervisory principles, practices, and methods.

Required Skill in:

* + Directing library operations, programs, and services.
  + Ensuring the delivery of a variety of quality library programs and services to the community
  + Developing and implementing library goals, objectives, policies, and procedures.
  + Responding to and resolving issues and complaints involving library-related matters.
  + Establishing and maintaining effective working relationships with others.
  + Developing and administering budgets and monitoring expenditure.
  + Supervising, leading, and delegating tasks and authority to library staff.
  + Leadership skills

**Contact:**

To apply, please send an email including a cover letter, resume, and three references to [DCPLDirectorSearch2020@gmail.com](mailto:DCPLDirectorSearch2020@gmail.com). Questions about Dodge City and the position can also be sent to this email address.

The position will remain open until July 3, 2020. First round of interviews will begin around July 10, 2020.