



LIBRARY DIRECTOR **Vista Grande Public Library**

Vista Grande Public Library, a non-profit public library serving unincorporated areas of southeast Santa Fe County, seeks a creative, organized, and user-oriented Library Director to work with a dedicated group of volunteers and a dedicated Board of Directors.

Responsibilities include managing a team of more than 60 volunteers, collection development and technical services, program planning and implementation, and management of the library's budget and facilities. The Library Director will represent the Library in community outreach, provide leadership in promoting use of information technology, and will support the Board of Directors in development, policy, and planning.

This is a wonderful opportunity to work with a strong community of readers, volunteers and a supportive Board of Directors. The position is a full-time exempt position, including evening programming and Saturday duties.

The Library Director must have strong leadership and communications skills with a strong service orientation; the ability to multi-task, work independently, and build a team environment; knowledge of information technology and hands-on computer skills; knowledge of budgeting, volunteer coordination, and library trends.

Applicants must have a Bachelors degree or higher. ALA accredited Master's degree in Library/Information Sciences is highly preferred. Lacking an MLS degree, the incumbent must complete New Mexico State library director certification within 4 months of employment. Previous experience managing a library/information center or similar institution is required. Experience in a non-profit organization is highly desirable.

The candidate must be eligible for a New Mexico driver's license; the incumbent must possess and maintain a valid New Mexico driver's license throughout the course of employment. The incumbent must be able to lift and carry loads (such as boxes of books) up to 50 pounds. A background check will be conducted prior to employment.

The position includes paid vacation and sick leave and an allowance toward health insurance costs. Salary is negotiable.

Send cover letter with resume, three professional references, and salary requirements, to the address below by December 10th. The job description and more information about our library are posted on our website: www.vglibrary.org.

Contact:

Mail:

Ann Jenkins, Board Secretary
Vista Grande Public Library
7 Avenida Vista Grande B7-192, Santa Fe, NM 87508-1999

Or email: secretary@vglibrary.org