



JOB ANNOUNCEMENT LIBRARY DIRECTOR

Summary

The City of Spanish Fort is accepting applications for the position of Library Director. The Library Director serves as the chief administrative officer of the library; supervises all library operations, which include representing the library within the community and state library profession; recruits and recommends candidates for hire; supervises competent personnel; administers policy established by the Library Board and the City Council; prepares and administers the budget; develops and implements long-range plans and acts as a liaison to the Mayor and City personnel.

Minimum Qualifications: Must possess and maintain a valid Alabama driver's license and be insurable by the City's Insurance Provider. A Master's degree in library science from an institution accredited by the American Library Association is preferred. Supervisory experience in a library setting for at least three years is preferred. A demonstrated commitment to the mission and philosophy of public library service is required. Strong communication and interpersonal skills; demonstrated leadership skills; demonstrated ability to work effectively with library board, elected officials, and community groups are required. The successful candidate must be willing to work non-standard hours as required. A full job description may be obtained by contacting the City Clerk's office at (251)626-4884 or by emailing cityclerk@cityofspanishfort.com

Rate of Pay: Salary to be determined by qualifications and experience. This is a salaried position. Minimum starting salary is \$50,607.14 per year, depending on experience. The City of Spanish Fort offers excellent benefits to full time employees working a minimum of 40 hours per week including: health and dental insurance for the individuals and assistance with family coverage, state retirement, sick and vacation leave, paid holidays, tuition assistance and personal days.

How to Apply: The City of Spanish Fort's application may be found at www.cityofspanishfort.com or obtained at the Spanish Fort Community Center, located at 7361 Spanish Fort Blvd, Spanish Fort, Alabama 36527, Monday through Friday, 8:00a.m. - 4:30p.m. APPLICATIONS WILL BE ACCEPTED UNTIL THE POSITION IS FILLED, AND THE POSITION MAY CLOSE WITHOUT NOTICE.

The City of Spanish Fort is a Drug Free Workplace and all applicants will be subject to drug and alcohol testing in accordance with the ALABAMA DRUG-FREE WORKPLACE POLICY.

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