

Job Opening - Library Director – Millersville Public Library of Sumner County

The Sumner County Library Board is seeking a Library Director to oversee the daily operations of the Millersville Public Library of Sumner County, a Level 3 library with a service population of 11,472 located in Millersville, Tennessee.

Under the supervision of the Sumner County Library Board, this position is responsible for administering the safe and efficient operation of the library, overseeing development of relevant library materials and services, planning and implementing programs and services for patrons and the community, managing an annual budget of over \$260,000 and supervising a staff of 3 full time and 6 part time employees.

The salary range for this position is \$37,000-\$39,000, dependent on experience, with a competitive benefits package that includes insurance and participation in the Tennessee Consolidated Retirement System.

Applicants for this position must exhibit initiative and good judgement, possess exceptional written and oral communication skills, and have the ability to establish effective working relationships with the staff, volunteers, and patrons of the library.

Applicants should be able to demonstrate their ability to work closely with the Friends of the Library, the Library Board, the City of Millersville, and local businesses to fulfill the library's role as a vital part of the community.

Applicants must have 3 or more years of progressively responsible experience in a supervisory or administrative capacity in a public library setting. Experience should include a combination of responsibilities and knowledge of library services and operations that demonstrate the applicant's ability to successfully perform the requirements of this highly responsible professional position.

Qualified applicants should email the [Sumner County TN Employment Application](#), a cover letter, resume, and contact information for three professional references to Jessica Hunter at jessica.hunter@sumnercountyttn.gov

Applications will be accepted until May 1, 2021

Attachments:

Sumner County Employment Application - SCLB Library Director Job Description