

Job Announcement – Executive Director – Mississippi Library Commission

Executive Director

Mississippi Library Commission (MLC)
Jackson, Mississippi

Position: The Executive Director is appointed by and reports to the MLC Board of Commissioners. The Executive Director is responsible for statewide library development; directing and guiding an agency staff of 48; and administering an annual budget of \$12 million.

The MLC Board of Commissioners seeks a dynamic leader to strengthen and enhance libraries and information resources for all Mississippians. The ideal candidate is a dedicated library advocate who possesses strong communication skills and has a proven track record of professional relationship development. The Board of Commissioners is looking for a skilled strategic planner to provide visionary, innovative and collaborative leadership for the agency and for Mississippi libraries. Successful candidates will excel in nurturing an organizational culture that values customer service, teamwork, diversity, creativity, and accountability.

Through observation, participation and studying collected data, the Executive Director will develop knowledge of the entire state, and will use this information to determine strategies for improving and strengthening library services statewide.

Salary: The position offers an excellent benefits package and salary commensurate with the candidate's experience. Starting salary is \$90,000.

Start Date: The preferred start date of the position is November 1, 2017. This job announcement will post on June 1, 2017 and applications will be accepted until the position is filled. The Board of Commissioners will begin reviewing applications on July 25, 2017.

Application Procedure: To be considered, please submit a letter of interest, resume, and contact information for a minimum of three references. Direct correspondence to Robin Hedrick, Human Resources Director, MLC, 3881 Eastwood Drive, Jackson, MS 39211; phone (601) 432-4071; email rhedrick@mlc.lib.ms.us.

In your letter of interest and resume, please address how you meet each minimum and preferred qualification; without this, your application cannot be fully evaluated for the position of Executive Director of the Mississippi Library Commission.

Minimum Qualifications

- Master's degree in library science from a program accredited by the American Library Association
- At least two years of experience as an administrative librarian or as the director of a state or public library

Preferred Qualifications

- A minimum of 10 years of experience in a progressive administrative position in a state library agency or public library
- Demonstrated leadership in the library community
- Demonstrated ability to work successfully with legislative and/or governmental bodies
- Knowledge and understanding of the legislative process, specifically concerning appropriating funds, committee hearings, and the legislative leadership in the House of Representatives and Senate
- Knowledge and understanding of the Mississippi Library Commission's relationship with local government and public library systems, especially in regards to how the Mississippi Code is applied and interpreted
- Demonstrated ability to communicate persuasively before groups, and to deliver information and testimony to elected and appointed officials
- Demonstrated ability to build positive relationships with stakeholders (public library directors, other state agency heads, state and federal officials) and forge effective coalitions with other organizations and institutions
- Broad scope of experience in all areas of administration; including budgeting, financial management, personnel, planning, and policy development
- Knowledge and understanding of current issues and trends in libraries
- Knowledge of and skill in the use of current technology, especially in a library setting

Other Requirements:

If you are selected for an interview, you will be contacted by Robin Hedrick, Human Resources Director. Applicants must be available for an in-person interview with the Board of Commissioners, which will include making a formal oral presentation. Mississippi state government does not allow reimbursement for travel expenses for candidate interviews.

The applicant selected for the position of Executive Director will have to complete a Mississippi State Personnel Board application and submit complete certified undergraduate college and graduate school transcripts.

The Mississippi Library Commission is an equal opportunity employer and assures equal employment opportunities to all persons regardless of race, color, creed, sex, religion, national origin, age, physical handicap, disability, or political affiliation. The Mississippi Library Commission is committed to complying with all applicable laws affording equal employment opportunities to individuals.