

## **State Librarian for Missouri Missouri Secretary of State's Office**

For more information see the [Missouri Secretary of State site posting](#).

The Missouri State Library seeks a dynamic individual with proven leadership qualities to direct and further develop the Missouri State Library including the Wolfner Talking Book and Braille Library. The successful candidate will be a forward-thinking leader and change agent, who can shape and communicate a compelling vision for Missouri's motivated and engaged library community. In addition, the Missouri State Librarian represents this innovative organization with nation and regional organizations.

The Missouri State Librarian reports to the Secretary of State (SOS) as detailed in Missouri Revised Statutes 181 and provides leadership to the Secretary's Council on Library Development, the Wolfner Advisory Council, State Library Staff, Missouri local and regional libraries. The State Librarian oversees a staff of 41 employees, with an annual budget of approximately \$10 million in state, federal and other funds.

The Missouri State Library promotes the development and improvement of library services throughout the state, provides direct library and information service in support of the executive and legislative branches of Missouri state government and strives to ensure all Missourians have equal access to library services.

### **General Responsibilities:**

Administers federal, state and other funds for libraries including funding appropriated for Missouri libraries through the state legislature. Administers federal funding through the Library Services and Technology Act (LSTA) program and ensures implementation of programs under the LSTA as well as compliance with all federal guidelines and reporting requirements.

Administers policy development and service function in coordination with Directors of Library Development, Reference Services and Wolfner Library divisions.

Serves as an advocate for libraries to articulate the critical role of libraries in the state and local communities and to ensure stable and adequate funding for library programs. Advocates for improvement of library services for persons with visual and physical impairments, as users of Wolfner Library.

Work with libraries, library groups, state agencies and those who use libraries to develop and implement programs to advance and improve library services. Ensure the provision of general and specialized consulting services for library staff and trustees. Develop instruments including an annual survey of public library services to monitor and report progress to the library community and other parties.

Facilitates the work of the Secretary's Council on Library Development, in conjunction with the Secretary of State and Council Chair to provide effective advice to the State Library on its programs relating to libraries in the state.

Provides leadership in making information from and about government available and accessible to the public. Supports the information reference needs of state government as provided through Reference Services.

Represents the state library at local library events, attends meetings of library groups and stays apprised of developments in local libraries and their communities. Represents Missouri State Library in state, national and international library activities; participates in national associations of state

librarians. Represents the State Library on boards including Missouri Library Association, MOREnet Council, Missouri Association of School Librarians, MOBIUS, MoEvergreen and others.

In partnership with State Archives, administers Missouri Digital Heritage program to expand access to information about Missouri's history through the digitization of historical records, artifacts and documents.

**Knowledge, Skills, and Abilities:**

Competencies in technological advances in library services.

Strong communication skills, both oral and written, including public speaking.

Strong interpersonal skills and the ability to work on a team and facilitate group discussions.

Management, financial, and leadership experience.

Legislative, budget, and policy development experience and abilities.

Excellent organizational and time-management skills.

Ability to prioritize work effectively.

Ability to establish and maintain effective working relationships with professional colleagues, peers, elected officials, other office personnel, and the public.

**Qualifications:**

Graduation from an accredited college or university and graduation from an American Library Association accredited library school is required. Four to five years' experience in the administration of a public, academic, or governmental library is required.

**Salary range:**

\$75,000 to \$91,000

The above job responsibilities in no way implies that these are the only duties to be performed by this employee. The incumbent is expected to perform other duties necessary for the effective operation of the department.