

**CITY OF GLOBE
LIBRARY DIRECTOR
Job Posting 20-16**

The City of Globe is accepting applications for Library Director: a full-time, benefits eligible, exempt, Department Head position on our Management Team. This position works under the direction and reports to the City Manager, with additional guidance from the Gila County Library District, to perform a variety of administrative and supervisory work and complex clerical work in planning, organizing and implementing the programs and services of the library system.

GENERAL STATEMENT OF DUTIES: Administers library services for the City of Globe under the policy direction of the Globe Public Library Committee and reports directly to the City Manager. Typical duties include supervising general and daily operations of the library; preparing, reviewing and administering policies and procedures; preparing and administering budget; training and supervising staff and volunteers; supervising maintenance of the facility, including a local area computer network and planning for future improvements; selecting and ordering library materials and supplies; providing reference service and reader's advisory to patrons of all ages; facilitating programming for patrons; furnishing information on library activities, services and facilities to other agencies and individuals; attending and reporting to meetings of the City of Globe Library Committee; makes presentations to Library Committee, City Manager, City Council, commissions, civic groups and the general public; preparing statistical reports as may be required by the Library Committee, City of Globe, Gila County Library District or the Arizona State Library; developing long-range plans with staff and the Library Committee; cooperating with the County Library District and its member libraries in resource sharing and library development. Must be willing to work evenings and weekends.

MINIMUM QUALIFICATIONS REQUIRED:

- Bachelor's Degree of Library Science, Master's degree preferred, from an ALA accredited library school
- Knowledge of library services, systems and procedures
- Ability to establish and maintain effective working relationships with employees, officials, professional peers and the public
- Strong service orientation and excellent verbal and written communication skills
- Experience in working with culturally diverse staff and library patrons
- Ability to use computers, computer networks and online resources
- Knowledge of the use, care and procurement of library materials and equipment.
- Five (5) years progressively responsible experience in a public library, two (2) of which has been in a managerial capacity
- A valid Arizona Driver's License
- Ability to pass the City-paid pre-employment drug screen and physical examination
- Ability to speak Spanish a plus

Starting Annual Salary: \$ 42,000 to \$ 48,000 (DOE)

Applications and a detailed job description can be obtained at Globe City Hall, 150 N. Pine Street, Globe, Monday through Friday, 8:00 a.m. to 5:00 p.m. Completed Applications, a cover letter, and resume must be received at City Hall by **5:00 p.m. on Friday, October 2, 2020** to be considered in first review. Position will remain open until filled. Please refer to Job No. 20-16 on your application. EEO/AA/V/H

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