

Morgan County Library

Job Announcement – Library Director

Position: Library Director

Location: Morgan County Library

Status: Full-Time

Reports To: Board of Trustees

Position Summary

The Morgan County Library Board of Trustees is seeking an energetic, visionary, and community-oriented professional to serve as Library Director. The Director is responsible for the overall administration and leadership of the library, ensuring high-quality library services while managing staff, finances, facilities, technology, and community partnerships.

The successful candidate will be a collaborative leader who is committed to excellent customer service, lifelong learning, fiscal responsibility, and meeting the evolving needs of the Morgan County community.

Essential Responsibilities

- Provide leadership and direction for all library operations
- Supervise, train, and evaluate library staff
- Develop and administer the annual budget
- Work closely with the Board of Trustees to implement policies and long-range goals
- Manage library collections, technology, and facilities
- Seek grants and other funding opportunities
- Promote library services through community outreach and partnerships
- Ensure compliance with all applicable local, state, and federal laws
- Prepare reports and recommendations for the Board of Trustees

Qualifications

- Bachelor's degree required
- Advanced coursework in administration, business, or Library and Information Science preferred
- Library management or supervisory experience
- Experience in budgeting, personnel management, and strategic planning
- Strong communication and public relations skills
- Ability to work cooperatively with staff, trustees, community organizations, and the public
- Knowledge of current library practices, technology, and public service
- Preferred knowledge of Excel, Quickbooks Online, Microsoft Teams and Planner, Google Drive, Canva

Desired Characteristics

- Strong leadership skills
- Excellent organizational abilities

- Sound judgment and integrity
- Commitment to outstanding customer service
- Ability to build positive relationships throughout the community
- Vision for expanding library services and programs

Salary and Benefits

Salary is commensurate with qualifications and experience. Benefits include those offered by Morgan County Library.

Application Process

Interested candidates should submit:

Application

Letter of interest

Résumé

Three professional references

Applications will be accepted until September 1, 2026

Applications should be submitted to:

Morgan County Library Board of Trustees

600 N Hunter St

Versailles MO 65084

info@morgancountylibrary.org

Morgan County Library is an Equal Opportunity Employer.
Must be at least 18 years of age to apply.