

EMPLOYMENT NOTICE

JOB TITLE: LIBRARY DIRECTOR BURNET TEXAS

DEPARTMENT: BURNET COUNTY LIBRARY SYSTEM

LOCATION: HERMAN BROWN FREE LIBRARY, BURNET, TX

SALARY: COMMENSURATE WITH EXPERIENCE (GROUP 68 - \$20.50 - \$26.64)

GENERAL STATEMENT OF DUTIES: Library director performs a broad range of managerial and administrative tasks including planning, budgets, reporting, information analysis and evaluation, customer service, collection development, policy oversight and supervision of staff, volunteers, programs, services and collaboration with library support groups. Applicant must have proficiencies in current and emerging library technologies, strong work ethic and be self-motivated, organized and detail oriented. This position requires interaction with the community.

EXPERIENCE & EDUCATION: Fluent with Microsoft Office software, website management and Library automation systems; Masters of Library Science preferred. Two years library supervisory and management experience required. Applicant must be able to lift 20 pounds and stand for extended periods.

EQUAL EMPLOYMENT OPPORTUNITY:

Burnet County complies with all State and Federal laws re: non-discrimination against any person in job structuring, recruitment, examinations, election, appointment, placement, training, upward mobility, discipline, or any other aspect of personnel administration based upon race, age, religion, color, disability, national origin, sex, political affiliation or belief, or any other non-merit factor. Personnel decisions shall be made on the basis of occupational qualifications and job-related factors such as skill, knowledge, education, experience, and ability to perform specific jobs.

APPLICATIONS:

Each applicant is required to submit an application for employment with pertinent information regarding training and experience. Work references are required. Application forms may be obtained between the hours of 8:00 am and 5:00 pm from the Human Resource Office, Room 103, Burnet County Annex on the Square, 133 E. Jackson Street or from the Burnet County website (www.burnetcountytexas.org). Completed applications will be accepted at the Human Resource Office or by email hrc@burnetcountytexas.org or by fax at 512-715-5259, until April 26th at 5:00 pm.