

**DIRECTOR OF PUBLIC LIBRARY SERVICES**  
**SHELBYVILLE - BEDFORD COUNTY PUBLIC LIBRARY**  
**SHELBYVILLE, TENNESSEE**

**Open until filled.**

The Board of Trustees of the Shelbyville-Bedford County Public Library in Shelbyville, Tennessee, a Level V library, is seeking an energetic, strategic thinker with an eye to the future, an exceptional collaborator, and an innovator to serve as Director of Public Services. The Director will oversee the operation of the Shelbyville-Bedford County Public Library, represent the Library to the public, and will lead staff efforts to create excellent and engaging patron experiences through the design and delivery of information services.

The Director reports to the Board of Trustees of the Shelbyville-Bedford County Public Library. Furthermore, the Director is the Secretary of the Shelbyville-Bedford County Public Library Foundation. The Director will also be responsible for:

- Planning and directing the overall operations and management of the library
- Implementation of the mission, vision and goals of the Library as set by the Board of Trustees
- Working with local funding bodies, the Library Foundation, Friends of the Library and other community groups.

**Essential duties include:**

- Developing annual goals for the operation of the Library
- Ensuring a high level of customer service
- Preparing an annual budget for approval by the Library Board
- Preparing reports for the Board and other entities as needed
- Directing the expenditure of Library funds.
- Effectively leading and supervising staff and volunteers in a changing library environment
- Maintaining effective working relationships with various Library constituencies
- Seeking additional funding and support from the community and beyond through communications, grant writing, etc.
- Promoting library interests through a positive relationship with city and county leaders
- Implementing the use of technology in the 21<sup>st</sup> century library environment

**Qualifications:** Preferred qualifications include a Master's Degree in Library Science from an ALA accredited institution; three years of progressively responsible library leadership; excellent interpersonal and communication skills; experience in fiscal planning and management; comprehensive knowledge of current library trends, technology and practice for public libraries. Applicant should have a bachelor's degree from an accredited college or university, but someone with equivalent experience will be considered.

**Compensation:** Salary is negotiable and will be commensurate with experience and qualifications, which includes health insurance, retirement, vacation, and sick leave.

Please submit cover letter, resume, and contact information for three professional references by electronic submission to Jennifer Templeton, Chair, Personnel Committee, Board of Trustees: [jtempleton@templetonins.com](mailto:jtempleton@templetonins.com).

Shelbyville-Bedford County Public Library is an Equal Opportunity Employer.