

**OZARK DALE COUNTY LIBRARY**  
**416 James Street**  
**Ozark, AL 36360**

**JOB DESCRIPTION**

**Library Director**

**Position Overview:** Under the general supervision of the Ozark Dale County Board of Trustees, performs responsible and varied administrative and professional work related to planning, organizing, and directing all aspects of library services for Ozark and Dale County.

**Primary Responsibilities:**

- Prepares and presents library budget proposal for approval, and monitors and approves expenditures from the official operating budget
- Develops short-term and long-range goals and plans for collections, services, and programs in keeping with the library's mission statement and operating policies; studies and plans development of library services to meet present and future community needs
- Directs a public relations program to promote and publicize the library's collections, services, and programs with the community
- Performs other duties as assigned

**Qualifications:** A college degree in Library and Information Systems or a related field.

**Salary:** Approximately \$40,000 at 40 hours per week on an 8am-5pm or 9am-6pm schedule with flex hours.