

Full job description

Position Overview

The Board of Trustees of the Mancos Public Library seeks an innovative, community-minded, and collaborative leader to serve as our next Executive Director. Nestled in a scenic, historic valley in Southwest Colorado, the Mancos Public Library is a vibrant community hub dedicated to intellectual freedom, dynamic service, and empowering our patrons.

Under the direction of the Library Board of Trustees, the Executive Director holds primary responsibility for the planning, implementation, supervision, and evaluation of all library operations, services, strategic visions, and fiscal management. The ideal candidate will possess strong professional judgment, a participative management style, and a deep commitment to maintaining vital community partnerships.

Essential Functions & Responsibilities

- **Strategic Vision & Governance:** Directs the development, implementation, and evaluation of the library's long-range and strategic plans in concert with the Board of Trustees, staff, and community.
- **Policy & Compliance:** Drafts and recommends progressive library policies for Board approval, administering and reviewing them on an ongoing basis to reflect modern library standards.
- **Fiscal Stewardship & Fundraising:** Retains primary responsibility and oversight for the library's operating and capital budgets. Prepares the annual budget, monitors expenditures, and coordinates with the Board, staff, and Friends of the Library to ensure smooth implementation of fundraising activities and grant writing.
- **Personnel & Leadership:** Recruits, trains, evaluates, and mentors a dedicated staff. Models a leadership style that fosters an atmosphere of cooperation, integrity, open communication, and shared empowerment.
- **Operations & Collection Management:** Oversees all core library programs including circulation, reference, children's/adult services, and the volunteer program. Supervises the utilization and maintenance of technology and digital systems to deliver and enhance library services.
- **Public Advocacy:** Serves as the primary spokesperson and advocate for the library. Maintains a visible, active presence in local government, schools, and professional organization networks at the county and state levels.
- **Facilities Management:** Oversees the utilization, maintenance, and purchasing for the physical library plant, grounds, and equipment. Provides leadership for future development, construction, or renovation projects.

Essential Key Competencies

- **Professionalism:** Demonstrates sound professional demeanor and political insight within and outside the library walls. Committed to lifelong learning.
- **Teamwork & Communication:** Possesses superb written and oral communication skills. Promotes a culture of organizational openness and facilitates efficient information exchange between the Board of Trustees and staff.
- **Customer Service Excellence:** Anticipates, assesses, and responds effectively to the needs of a diverse, rural customer base.
- **Initiative & Growth:** Promotes innovative ideas, embraces calculated risk-taking as a growth technique, and champions intellectual freedom.

Education & Experience Requirements

- **Experience:** Minimum of five (5) years of executive-level experience as a library director or within an equivalent public/nonprofit work environment demonstrating high-level decision-making and increasing administrative responsibility.
- **Education:** Four-year college degree required. MLIS/MLS from an ALA-accredited institution preferred but equivalent executive management experience heavily weighted.
- Proven background in public budgeting, compliance reporting, and community-facing advocacy.

Compensation & Full Benefits Package

- **Pay:** \$55,000.00 - \$60,000.00 per year
- **Health Benefits:** Monthly healthcare stipend provided.
- **Retirement:** Public retirement plan available.
- **Paid Time Off:** Generous PTO package + full participation in the Colorado FAML I program.
- **Additional Support:** Professional development funding and relocation assistance available.

Pay: \$55,000.00 - \$60,000.00 per year

Benefits:

- Paid time off
- Professional development assistance
- Relocation assistance
- Retirement plan

Work Location: In person

Jared Boudreaux

Executive Director

[Mancos Public Library](#)

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