



## **Library Director – White Pine Public Library – White Pine, TN**

The Jefferson County Public Library Board seeks an enthusiastic and experienced Library Director who is dedicated to public library service. One of four public libraries in Jefferson County, White Pine Public Library is a vital part of community life with a service population of 12,851 in a county of 52,000+ residents.

The Director reports to a nine-member Board and is responsible for the overall operation and management of the White Pine Public Library. The director is expected to work with other library directors in the system, the White Pine City government, as well as the Jefferson County Commission and Finance Department.

Essential duties include anchoring the library as a trusted information resource, directing library's finances, budget process, expenditures of funds, leading the staff team and volunteers, while being an example of exemplary customer service to the residents of White Pine.

The Library Director is responsible for the operation and administration of the library; promoting the library both online and within the community; developing partnerships through civic involvement; maintaining and organizing collections that inspire and engage the community; and developing a team that responds supportively and timely to patrons by providing the right information at the right time. Preferred qualifications include previous experience as Assistant Director or Branch Manager, excellent communication skills, and experience with budgets and planning.

Required qualifications include a High School Diploma plus a minimum two years of college or related experience, with a willingness to complete the Public Library Management Institute certificate within an agreed upon time frame. Library Science or Information Science Degree is preferred but not required. Must have the ability to operate personal computers and software on a routine basis. Knowledge of automated office equipment is desirable. The ability to deal effectively and courteously with the public consisting of all ages and personalities is also required.

The full job description, benefits, and application packet are available [here](#).

Salary offered is commensurate with experience and qualifications and is negotiable. Jefferson County employee benefits are available, including health insurance, paid vacation, and sick leave.

Please submit completed application and resume' to:

**Personnel Committee**

**JCPLS Board**

**c/o Jefferson City Public Library**

**108 City Center Drive**

**Jefferson City, TN 37760**

**Email: [jcplsboard@jcpls.org](mailto:jcplsboard@jcpls.org)**

**Submission deadline:** *Applications accepted until position is filled; review of applicants will begin on June 3, 2019.*

White Pine Public Library is an equal opportunity employer.

Environment: Jefferson County, population 52,000, is located just east of Knoxville, adjacent to Sevier County and the Great Smoky Mountains, just off of Interstate 40. Douglas and Cherokee lakes provide ample opportunities for hiking, camping, canoeing, fishing, boating, and many more outdoor activities.

Jefferson County Public Library System Board