

CITY OF McKENZIE

JOB OPENING

Part-time Library Director

The Director is responsible for the operation and administration of the assigned facility including supervising staff and volunteers, selecting, acquiring, cataloging, circulating, and weeding library materials; assisting patrons with locating materials and using various library equipment; promoting the library within the community including programs and newspaper articles; maintaining and organizing an appropriate stock inventory of reading and viewing materials; and maintaining an appropriate stock inventory of supply items necessary for operating a public library.

Applications can be picked up Monday-Friday 8:30 a.m.-5 p.m. at City Hall and will be accepted until March 3 at 4 p.m.