

Ad for Director Position, Boundary County Library  
11/17/2022

The Boundary County Library seeks a director to lead our small, award-winning library in Bonners Ferry, Idaho. This is a full time, salaried position starting at 50k a year, salary negotiable and higher D.O.E. The director works with and under the Board of Trustees (The Board) to implement and administer the policies and bylaws of the Boundary County Free Library District and oversee the day-to-day operations of the Boundary County Library.

Job responsibilities include:

- Serving as the Library District's treasurer and chief financial officer.
- Developing and submitting an annual budget and monthly financial reports to The Board.
- Supervising staff, including administration of personnel policies, hiring, firing, and promoting employees and maintaining communication with Human Resources contractors.
- Implementing Library District goals, objectives, policies, and budget while following U.S. and State of Idaho law, as well as implementing Board decisions within this framework.
- Directing communications between the library and the community, acting as a liaison between The Board and the public and ensuring excellent customer service for patrons.
- Conducting fundraising, directing grant writing, and facilitating strategic planning and policy updates.
- Other duties as needed.

Job requirements include:

- Bachelor's degree or equivalent education/work experience.
- Must pass a background check and meet all requirements for bonding and insurance through The District.
- Superior leadership and interpersonal skills, previous supervision of 10 or more employees preferred.
- Strong communication skills both written and verbal.
- Ability to work well with diverse constituencies.
- Understanding and experience with emerging technologies, familiarity with information technology systems.
- Fundraising and grant writing skills.
- Experience working collaboratively, strong team building skills.

Interested applicants must submit a letter of interest, a resume that lists verifiable experience as required and 3 or more letters of reference in person, by email, mail or fax to:

Boundary County Library  
Po box Y  
Bonners Ferry, ID 83805

*BoundaryCountyLibrary@gmail.com*  
*Fax: (208) 267-5231*