

# **Director for the Cahokia Public Library District**

## **Requirements**

Masters Degree in Library Science or Library and Information Studies from an ALA accredited university required, two years minimum progressively responsible experience in library management and supervision recommended, valid driver's license and insurance, ability to work Saturdays and occasional evening hours.

The Director is responsible for providing patron and staff support as needed, tracking/reporting circulation, attending to payroll, providing scheduling, grant writing, adhering to a budget and submitting all necessary local/state/federal documentation and paperwork in a timely manner. A concise Director's report and financial spreadsheet are expected at monthly Board meetings. A minimum of 37.5 hour per week schedule.

## **Salary**

\$50K - \$52K with annual bonus

## **Location**

Cahokia Public Library District  
140 Cahokia Park Dr.  
Cahokia Heights, IL 62206  
United States

## **How to apply**

Submit current resume to: [director@cahokialibrary.org](mailto:director@cahokialibrary.org)