TOWN OF CLIFTON EMPLOYMENT OPPORTUNITIES
LIBRARY DIRECTOR

Hourly Rate of Pay: $23.43   Opportunity: Open Competitive
Opening Date: September 30, 2025   Closing Date: Open Until Filled
FLSA: Non-Exempt

JOB ELEMENTS

- Selects, purchases, and processes materials; publicizes services; supervises circulation activities and provides reference help; supervises support staff; prepares and administers budget; oversees other administrative matters.

- Develops and enforces library policies.

- Prepares monthly and annual reports, annual budget requests and special reports as required.

- Responsible for all department funds. Applies for and administers state and federal grants, as well as town and county funds.

- Attends applicable seminars and meetings.

- Performs related professional duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of grant writing and administration.

- Knowledge of principles of library management and budget preparation.

- Ability to perform professional responsibilities, such as those of planning and management, which require independent judgment and originality.

- Skill in establishing and maintaining effective working relationships with other employees and the general public.

DESIRED EXPERIENCE AND EDUCATION QUALIFICATIONS

- Any combination of education or experience that provides desirable skills, knowledge and abilities.

SPECIAL PROCESS: Applications/Resumes will be screened for the minimum qualifications and special requirements. Applicants meeting the minimum qualifications and special requirements will be placed on an eligibility list. The selection committee will contact candidates they wish to test and/or interview.

JOB INFORMATION LINE (928) 865-4146   ***An Equal Opportunity Employer***
In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 (Section 504), the Town of Clifton does not discriminate on the basis of disability in the admission or access to, treatment, or employment in its programs, activities, or services.