Welcomes Applicants for the Position of Library Director

Bozeman Public Library
626 East Main Street • 406-582-2400 • www.bozemanlibrary.org
This is a unique opportunity to become the Library Director of an outstanding public institution and live in a dynamic city that is located in one of the most beautiful parts of the country. The Bozeman Public Library moved into its new, “green” building in 2006, becoming the first Silver LEED certified public facility in Montana.

The Library Trustees are recruiting a Library Director whose skill set matches the City’s core values of integrity, leadership, service, and teamwork and the Library’s Mission of providing the community with free, open, and equal access to general information on a broad array of topics; resources to promote personal growth and life-long learning; popular materials to meet cultural and recreational needs; and the training needed to find, evaluate, and use information effectively.

The Library staff is a team of committed professionals who are passionately dedicated to serving the public in a professional and courteous manner. We believe you will find this high-performance culture personally fulfilling and professionally challenging.

In addition, the Library is supported by an active Library Foundation and a Friends of the Library organization — both independent non-profits with 501(c)3 status.

The ideal candidate for the Library Director position in the City of Bozeman will possess an American Library Association accredited Master of Library Science or Master of Library and Information Science degree with a successful track record in a leadership position. The Trustees are looking for someone who is appreciative of technological advances and is willing to embrace the evolving nature of libraries in the 21st century.

The successful candidate will be an excellent communicator, both verbally and in writing, and will possess well-developed interpersonal skills and abilities. Other attributes sought for the Library Director include a proven dedication to life-long learning and a passion for libraries, demonstrated skills working with municipal unionized, as well as non-unionized, employees, a desire to embrace the arts and cultural endeavors through the Library, ability to be involved with the community on a variety of levels, a demonstrated goal of reaching out to underserved populations, ability to select and develop an outstanding staff, a good decision maker, a person who remains calm under pressure, and a person who is innovative and a strategic thinker.

Also sought is a person with a high energy level, an individual who is accountable, a problem solver, and a person who is goal-oriented and motivated to achieving a high level of success. The successful candidate for Library Director for the Bozeman Public Library should be an excellent team leader and team player; a well-organized individual with a strong work ethic and unquestionable integrity.

Attributes of a successful candidate:
- Effective relationship builder with a wide variety of constituents;
- Skilled at budgetary, financial, and human resource management;
- Enthusiastic and outward facing; and
- Ability to handle confrontations firmly, yet compassionately.
The Library Director provides leadership and directs all operations and activities of the Bozeman Public Library. The Library Director is hired by, and reports directly to, the Library Board of Trustees, and is expected to function under broad policy guidance and to exercise independent judgment and initiative. The Library Director supervises the work of all Library personnel, including four department supervisors. The Library Director is an integral member of the City’s leadership team, and to be effective, is required to establish and maintain effective working relationships with the City Manager, Assistant City Manager, other City personnel, elected and appointed officials, representatives of a variety of State, Federal, and municipal agencies, the State Library, and the general public. In addition, the director will work with state, regional, and national library associations.

This is an exciting time for the Bozeman Public Library. The new director will have the opportunity to help shape the direction and services of the Library as the community continues to grow.

**Upcoming opportunities and prospects facing the new Library Director:**

- Strategic Planning for the next 5, 10, 20 years;
- Potential for passing a levy for annual financial support of the Library;
- Conduct a staffing study, which could be informative for a future branch library;
- Develop a succession plan and internal structure for Library management;
- Expand on community partnerships and business collaborations; and
- Increase core services to meet the needs of a growing and active community.

Bozeman is a dynamic and growing community. Recently, an independent survey ranked Bozeman ninth out of 573 “micropolitan” areas, towns with between 10,000 and 50,000 population, in the United States for its economic strength. Bozeman is also:

- home to Montana State University, a land grant institution;
- a community in which 49.5 percent of the population holds a bachelor’s degree or higher level of education; and
- the high-tech center of Montana with nearly 100 technology companies located in the surrounding area.

Bozeman is located in Southwestern Montana and is the county seat of Gallatin County, the fastest growing county in the state. With a population of approximately 40,000, Bozeman is the fourth largest city in the state. Bozeman was selected as an *All-America City* by the National Civic League in 2001.

Bozeman offers beauty, adventure, and a sense of community. The scenic beauty of nearby mountains, 82 miles of designated “Blue Ribbon” trout streams, nearby Yellowstone National Park, Big Sky Ski Resort, and Bridger Bowl community ski area, make it easy to see why Bozeman is a great place to live and work.

Bozeman boasts a vibrant downtown Main Street with eateries, galleries, a hardware store, and coffee shops, anchored on the east entrance by the Bozeman Public Library.
A community trail system connects the Library with downtown neighborhoods, MSU, open spaces, and the surrounding mountains. Local events include rodeos, symphonies, ballet, opera, and the county fair. There are downtown events such as summer Art Walks and Music on Main, which support Bozeman’s lively cultural scene. The Bozeman Public Library is the community gathering place where residents experience local artists, musicians, writers, and creative and enriching opportunities — all free and open to the public.

Clean air, national forest access, trails just minutes away, and moderate climate make Bozeman a perfect place for outdoor recreation. “Bozeman-ites” receive the benefits of a wonderful standard of living with year-round recreational and cultural events. Bozeman is the place to be for that small town feel with big city amenities.

Bozeman is home to Montana State University-Bozeman and one of the finest public school districts in the state of Montana. MSU has a national and international reputation for its excellence in undergraduate and graduate education in the liberal arts and sciences, agriculture, architecture, education, engineering, health and human development, and nursing. A core value of the Bozeman School District is the belief that parents and the community are essential contributors in the achievement of District goals. Bozeman Public Schools are recognized locally and nationally as a significant contributor to Bozeman’s outstanding quality of life. The Bozeman Public Library is a supporter of, and collaborator with, both MSU and the Bozeman School District.

The Bozeman Public Library serves an estimated 47,000 people in its “service population,” which includes city and county residents. Some pertinent statistics include:

- Circulation — 65,550 items monthly
- Door traffic — 32,230 visitors monthly
- Programs — over 50 monthly programs for all ages
- Two community rooms — free to the public
- Staff — 23 FTE equivalent

For more information on this outstanding opportunity, please email: Library Trustee, Judy Mathre, mathre@q.com. To learn more about the Bozeman Public Library please visit: www.bozemanlibrary.org.

Equal Employment Opportunity: The City of Bozeman does not discriminate on the basis of race, color, religion, creed, sex, age, marital status, national origin, political ideas, or perceived or actual sexual orientation, gender identity or disability in employment or the provision of services. This policy does not preclude discrimination based upon bona fide occupational qualifications or other recognized exceptions under the law.