

Director of Library/Librarian– Ragland Public Library/Town of Ragland

Summary

Title:	Director of Library/Librarian
Accepting Applications:	1/28/2026 through 2/9/2026
Department:	Ragland Public Library
Salary Range:	Dependent upon qualifications and experience
Full Time/Part Time:	Part time

Reports To: Ragland Public Library Board

Hours: Average 27 hours/week-hours determined by the Library Board

Job Description:

FUNCTIONS/DUTIES (include, but not limited to):

- Computer literacy
- Ability to maintain financial records and receipts
- Organize and Plan Events/Activities
- Grant writing experience preferred, but must be willing to complete APLS grant writing training
- Able to travel to Librarian Meetings throughout the year
- Perform additional duties as directed by the Board of Trustees
- Maintain and clean library

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required.

EDUCATION AND EXPERIENCE REQUIREMENTS

- High school diploma or general education degree (GED) from a U.S. Department of Education accredited institution is required.
- Must pass background check and drug screening
- Friendly and work well with others, especially children

LANGUAGE SKILLS

- Ability to read and write neatly.
- Ability to communicate verbally clearly and effectively and in writing.
- Ability to develop and maintain good personal relationship with other employees and the public.

REASONING ABILITY

- Ability to carry out instructions furnished in written and oral form.

WORK ENVIRONMENT: Employee will primarily work alone at the library. Job tasks may require employee to bend, stoop, kneel, lift, or carry books and supplies.