**Library Director — Silver Lake Public Library**

The Board of Trustees of the Silver Lake Public Library seeks an energetic, creative, and self-motivated Library Director for our dynamic, family-friendly community library. Located just 13 miles northwest of Topeka, Kansas, Silver Lake offers small-town charm with convenient access to urban amenities.

We are a loud, busy community library that sees high foot traffic and serves a wide range of patrons, including many children and young families. The successful candidate must be present during open library hours as often as possible, confidently lead a small team, and enthusiastically engage with library users of all ages.

Key Responsibilities:

* Oversee day-to-day library operations, including budget management, programming, and public services.
* Lead and communicate assertively with staff, promoting a positive and productive workplace culture.
* Serve as liaison between library staff, the Board of Trustees, and the Silver Lake Library Foundation.
* Manage grants, reporting, and long-range planning for library growth and sustainability.
* Promote library events through social media, flyer creation, and community outreach to build visibility and attendance.
* Build partnerships with local agencies, schools, and community groups to support library engagement.
* Maintain and troubleshoot library technology, including networked computers and Microsoft Office software.
* Foster an inclusive and welcoming space for all patrons.

Requirements:

* Must possess a minimum education of a High School Diploma or GED.
* Progressively responsible experience in library administration or public service.
* Strong working knowledge of Microsoft Office and networked computers.
* Excellent communication and interpersonal skills.
* Comfortable working in a fast-paced, community-focused environment.

Preferred Qualifications:

* Bachelor’s degree (any field).
* Experience working with youth or in vibrant public spaces.
* Familiarity with social media platforms and basic design tools for marketing (e.g., Canva, Publisher).

This is a full-time, 40-hour-per-week position with a flexible schedule, which may include some evenings and Saturdays. Paid holidays included.
Salary range: $38,000–$45,000, based on education and experience. A health insurance stipend may be negotiated.

To learn more about our library, visit: <https://www.silverlakelibrary.org>

To apply: Please email your cover letter and resume with the subject line “Library Director” to the Hiring Committee at silverlakelibrary203@gmail.com.
Position open until filled. Review of applications begins immediately.

The Silver Lake Public Library is an Equal Opportunity Employer.