

Conception Abbey and Seminary College seeks a library director who will provide strategic vision for and management of all library operations. The director is responsible for selecting library resources, collection development as well as providing reference and instruction services. This is a 12 month, non-tenure position. The position reports to the President-Rector of the seminary.

Primary duties and responsibilities:

- Articulates and implements a vision of the library that supports student learning, cooperation with faculty, and meaningful engagement with the monastic community and employees
- Collaborates with the monks, students, faculty and employees to ensure that the library is considering their needs in designing services and providing resources
- Oversees the budget, library services, and selection of resources
- Assesses library needs and identifies goals in strategic planning
- Leads the development and implementation of library policies and procedures
- Promotes library resources and provides library instruction
- Provides leadership, planning, and day-to-day management of the library
- Directly supervises a staff of 3 employees: 2 full time and 1 part time
- Maintains the special collections room
- Serves as the institutional coordinator to the Mobius Consortium

Required Qualifications:

- MLS/MLIS degree from an ALA accredited program
- At least 5 years of library experience, including experience in multiple areas of the library and supervisory experience
- Knowledge of Catholic faith and life
- Leadership and strategic planning skills
- Good oral and written communication skills
- Strong planning, organizational and analytical skills
- The ability to work both independently and in a team environment
- The ability to work in a library environment with a small staff

Conception Abbey, Seminary College, and Library

Conception Abbey is a Benedictine monastery located in northwest Missouri where all we do is dedicated to the glory of God as St. Benedict instructs in his Rule. We exist to praise God in our daily cycle of prayer and work, welcome guests, educate future priests, and share the Gospel.

The Mission of Conception Seminary College is the preparation of candidates for the ordained ministry in the Roman Catholic Church, through spiritual, intellectual, pastoral, and human formation in the Benedictine tradition.

The library serves the informational needs (spiritual, intellectual, and recreational) of the communities of Conception Abbey and Conception Seminary College. The collection is around 125,000 physical items and over 200,000 eBooks. The library is a member of the Mobius Consortium and the atla.

Contact Amy Schieber at aschieber@conception.edu or (660) 944-2847 for questions or to apply.

