

LIBRARY DIRECTOR JOB DESCRIPTION

General Summary:

Position requires the ability to handle complex administrative, supervisory and professional duties requiring adherence to professional standards of accuracy, confidentiality, integrity and tact. Under the general direction of the City Manager, the Library Director has responsibility and authority for organizing and managing the Library operation and for planning, directing and coordinating its program of service to the community. This position requires a standard work week of 40 hours and participation in various meetings and work-related functions outside the standard work week.

Major Position Duties:

Professional Librarianship:

Oversees the library's collection development plan for adult, children's and local history collections and supervises the selection, purchase, and withdrawal of library materials according to that plan.

Attends meetings, conferences and workshops to maintain contact with professional and library-related agencies, and to maintain knowledge in current trends in public library operations and technology.

Community Involvement and Development:

Relates library objectives to community needs and represents the library on community boards and committees. Maintains close liaison with county and local officials, community leaders, and civic groups to inform them of library needs and concerns. Works on the creation, implementation, and execution of fund-raising through capital and endowment campaigns, grant support, and any other public or private fundraising. Keeps the public well informed of the library's activities, accomplishments and challenges. Develops and administers a public relations plan. Prepares press releases and makes presentations to community groups upon request.

Organization Administration:

Oversees and directs the supervision of the daily operation and activities of the Library. Insures that staff performance evaluations are completed on a regular schedule. Recruits, hires, evaluates and disciplines library staff in conformity with state and federal regulations and City personnel policies. Develops and oversees a staff professional development/training plan. Works to promote high staff morale. Encourages clear and open staff communications.

Fiscal Management:

Develops the annual library capital budget proposal for review by the board.
Administers approved budget. Expends funds within established guidelines.
Incorporates library's goals and strategic plan as basis for financial planning.

Facilities Management:

Oversees care and maintenance of library buildings and grounds.
Assesses the adequacy of existing facilities in regard to the provision of automated services.
Other duties and responsibilities as assigned.

Qualifications:

Master of Library Science from an American Library Association accredited institution.

Three years progressively responsible professional library experience,
administrative/supervisory experience preferred

Possession of valid driver's license.

Desire to meet and serve the public.

Above average decision-making skills.

Ability to communicate clearly both orally and in writing in English and Spanish.