DATE APPROVED:

TITLE: Library Director

POSITION SUMMARY: Under the direction of the Library Board, the Library Director is responsible for identifying, planning, organizing, executing and evaluating an effective library program for the community.

HOURS: Full Time, Exempt.

ESSENTIAL FUNCTIONS:

• Ensures that library services are appropriately and effectively provided, in accordance with the goals of the Daviess County Public Library.
• Oversees development and maintenance of the collection through developing a selection plan, initiating orders, and supervising the ordering, cataloguing, classification and maintenance of the library collection.
• Develops the library’s ability to provide excellent quality reference service through staff training, reference collection development and customer training.
• Maintains an effective public relations program, represents the library’s interests to appropriate community groups, the media, the Provincial Government, the City of Castlegar and the RDCK areas I and J.
• Maintains contact and oversees sharing of resources with the community of libraries on a regional and local level.
• Ensures proper liaison and support is provided to the Friends of the Library and other volunteers.
• Manages the library facility through ensuring effective maintenance, security and use of the building.
• Provides support and expertise to the Board in preparing a strategic plan and an annual budget.
• Develops and executes plans for automation of library routines and services.
• Reports monthly to the board, and serves as a liaison to the staff.
• Ensures the effective use of library employees through effective hiring, assignment of duties, discipline and dismissal.
• Plans and executes staffing requirements including selection, orientation, training, development and scheduling.
• Applies for and administers grants to supplement and extend the library’s services. Ensures accurate and timely reporting.
• Oversees programming and services related to e-publishing and authorship.
• Ensures that library services are appropriately and effectively provided, in accordance with the goals of the Daviess County Public Library.
• Develops and recommends library policies to the Library Board. Ensures library policies and procedures are implemented and takes ultimate responsibility for resolving.
• Provides support and expertise to the Library Board in preparing a strategic plan and an annual budget.
• Attends all library board meetings, providing professional expertise and guidance to the members as needed. Informs the board of current library activities, operational or facility changes, and other issues that may require board attention.
• Responsible for overall fiscal management of the Library. Manages the finances of the Library, monitoring current expenditures and revenue, forecasting future trends, and developing annual budgets.
• Manages the Library facility through ensuring effective maintenance, security and use of the building.
• Develops and executes plans for automation of Library routines and services.
• Develops and coordinates the implementation of major projects that impact on all areas of Library operations and services.
• Applies for and administers grants to supplement and extend the Library’s services.
• Develops and maintains the collection through developing a selection plan, initiating orders and supervising the ordering, cataloging, classification and maintenance of the Library collection.
• Ensures that a high quality of community programming is provided, based on assessed needs.
• Directs and evaluates the works of administrative staff and department heads, and indirectly supervises the work of the general staff as needed.
• Ensures the effective use of Library employees through effective hiring, assignment of duties, discipline and dismissal.
• Cultivates a courteous, competent, customer-focused environment that is welcoming to the public.
• Develops professional skills, knowledge, and abilities through workshops, conferences, professional affiliations, and examination of professional literature. Uses this knowledge to analyze and improve the Library’s public services, facilities, technology, staff development, and update the Library Board on current methods and trends.

SUPERVISORY:
Responsible for the overall direction, coordination, and evaluation of a department function. May carry out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities may include the following: training employees; planning, assigning and directing work; addressing complaints and resolving problems.

KNOWLEDGE, SKILLS, AND ABILITIES:
• Experience in staff management, budget administration and working in a non-profit, community-based environment.
• Excellent public relations skills with the Library patrons, the general public and the media.
• Ability to develop and maintain effective working relationships with the board and staff.
• Well-developed organizational skills.
• Excellent knowledge of and ability with computerized library methods and services.
• Ability to communicate effectively both orally and in writing.
• Knowledge of budgeting and accounting practices.
• Knowledge of publishing and readership trends.
• Knowledge of cataloging standards.
• Willingness to work outside normal working hours and travel on occasion.
• Knowledge of English grammar, spelling and composition.
• Knowledge of time management skills with ability to set priorities in order to meet assignment deadlines.
• Up-to-date knowledge, proficiency, and experience with a variety of computer hardware and software applications including Windows.

EQUIPMENT USED:
• Computers, calculator, copy machine, fax machine, cash register, phone, microfilm/fiche reader/printers/scanners, audio-visual equipment, book trucks (carts) for transporting materials to proper areas for re-shelving, and sound system equipment.

EDUCATION AND EXPERIENCE:
Minimum Education and Experience
Master's degree in Library Science and three to seven years related experience and/or training; or equivalent combination of education and experience. Eligible for Kentucky Library Certification.

Preferred Education and Experience
Master's degree in Library Science and seven or more years related experience and/or training; or equivalent combination of education and experience. Eligible for Kentucky Library Certification.

MENTAL AND PHYSICAL ABILITIES:
The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; sit, walk, use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 10 pounds, and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus.

WORKING CONDITIONS:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Stressful situations may occur when dealing with the public. Must be able to work flexible hours.

The undersigned certify that this Job Description has been reviewed and is understood.
The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.

The Daviess County Public Library is an Equal Opportunity Employer.