GENERAL PURPOSE: Plans, manages, and directs the operations, programs, services, and personnel of the Natrona County Public Library System.

PRIMARY DUTIES AND RESPONSIBILITIES:
The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Oversees and directs the Library’s operations including public services, technology, administration, and facilities management.
- Ensures the delivery of high quality library programs and services to the community.
- Works in conjunction with the Public Library Board to develop and maintain short and long term plans for the Library.
- Serves as a staff representative to the Board and prepares agendas and discussion items for scheduled Board meetings; prepares and presents staff reports and other correspondence.
- Manages the development and implementation of Library goals, objectives, priorities, policies, and procedures; ensures Board objectives are integrated into Library policies and goals.
- Directs and participates in the development and administration of the annual capital, operating, and other assigned budgets; monitors and authorizes expenditure.
- Evaluates, determines, and requests additional funds necessary for staffing, equipment, materials, and supplies; develops and schedules equipment purchases and replacements.
- Establishes appropriate service levels and allocates resources including staffing accordingly.
- Hires, trains, supervises, and monitors the performance of assigned personnel.
- Monitors and evaluates service delivery methods and procedures; identifies and implements changes necessary to improve operational efficiency.
- Oversees the maintenance of the Library’s collection; develops policies in relation to the selection and purchase of all library materials.
- Serves as a representative of the Library and coordinates departmental activities with other divisions, departments, outside agencies, community organizations, and the media.
- Interprets and explains Library policies, procedures, and programs to the public.
- Responds to inquiries involving library related matters; negotiates and resolves complex, sensitive, and/or controversial issues and complaints.
- Directs, attends, and participates in a variety of meetings, workshops, seminars, and conferences; serves on committees as assigned.
- Stays abreast of new trends and innovations in the field of public library management.
- Performs other duties as assigned or required.
MINIMUM QUALIFICATIONS:

Education and Experience:
Master’s Degree in Library Science, and five years experience overseeing public library operations; OR an equivalent combination of education and experience.

Required Licenses or Certifications:
• Must possess a valid Wyoming Driver’s License.

Required Knowledge of:
• Principles and practices of public library system administration.
• Public library policies, procedures, and standards of service.
• Federal, State, and Local regulations governing library operations.
• Current trends in library services, programming, and technology.
• Methods for evaluating public library programs, policies, and operational requirements.
• Processes for developing and administering budgets.
• Supervisory principles, practices, and methods.

Required Skill in:
• Directing public library operations, programs, and services.
• Ensuring the delivery of quality library programs and services to the community
• Developing and implementing library goals, objectives, policies, and procedures.
• Responding to and resolving complex issues and complaints involving library related matters.
• Establishing and maintaining effective working relationships with others.
• Developing and administering budgets and monitoring expenditure.
• Supervising, leading, and delegating tasks and authority.

Pre-employment Drug/Alcohol test and Background check required