



LIBRARY DIRECTOR

Department: **Community Services** Class Code: **30**
Reports to: **General Services Director** FLSA Status: **Exempt**

GENERAL PURPOSE: Under administrative direction, manages and directs all library services.

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.*

- Directs, manages, plans and implements all library services; oversees all aspects of library operations; implements and enforces library policies and procedures; prepares and manages the library budget.
- Directly supervises library staff; sets work priorities; monitors work; evaluates staff performance; responds to questions from staff; handles staff discipline and rewards.
- Directly supervises and manages library volunteers.
- Oversees all aspects of library collection and development.
- Activates Circulation and public computers; processes nightly book drop; processes daily newspapers; balances cash drawer; checks overnight phone messages and e-mails; fills printing and copy machines.
- Performs daily pickup of inter-library loan holds; checks in and processes all interlibrary loan holds and tags and shelves for pick-up; prints and pulls current daily holds list; checks in, processes and tags outgoing holds list.
- Purchases all library materials; performs inventory.
- Manages the Circulation Desk; checks materials in and out to patrons; answers patron requests; places patron holds; answers phone renewals and reference questions; processes library card applications; processes out door and internal book drops; files and shelves books and videos; manages money for library fines and ongoing library book sales.
- Compiles statistical data regarding library operations.
- Develops and implements community library activities.
- Maintains the integrity, professionalism, values and goals of the Town by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and Town staff; enthusiastically promotes the Town's goals and priorities in compliance with all policies and procedures.
- Performs related duties as required or assigned.

JOB DESCRIPTION

Library Director

MINIMUM QUALIFICATIONS:

Education and Experience:

Master’s degree in Library Science from an ALA accredited university and five years of progressively responsible supervisory experience in library administration.

Required Licenses or Certifications:

None.

Required Knowledge of:

- Principles and practices of administrative management.
- Principles and practices of effective employee supervision.
- Principles and practices of professional library administration.
- Principles and practices of grants writing and administration.
- Principles and practices of strategic planning.
- Principles and practices of leadership.
- Dewey Classification, circulation and cataloging.
- Library automated systems.
- Principles and practices of project management.
- Uses and applications of personal computers and various software applications.

Required Ability to:

- Develop and maintain effective working relationships with Town staff, Council members, various external organizations and individuals and the general public.
- Evaluate various programs and make recommendations.
- Coach and supervise employees.
- Convey effective interpersonal, negotiation and communication skills.
- Evaluate the need for training and provide same.
- Work with all levels of an organization and provide technical guidance and consultation in making strategic decisions.
- Administer laws and regulations, make decisions, maintain composure, and work effectively under stressful conditions.
- Evaluate facts and evidence, drawing logical conclusions and making proper recommendations.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple tasks, projects and demands.
- Operate a personal computer utilizing a variety of library software.

Physical Demands / Work Environment:

- Work is performed in a traditional office environment. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 25 pounds.

Core values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step

APPROVED: _____

DATE: _____