

Park County Library System

STAFF JOB DESCRIPTIONS

Library Director – exempt, supervisor

The Director serves at the pleasure of the Park County Library System Board of Trustees as chief executive officer of the library system and is responsible for the administration of all library functions within the goals, guidelines, and policies established by the Library Board of Trustees. This responsibility includes the organization and dissemination of information and services through the effective utilization of library resources. The Director is expected to provide a leadership role within the library, the community and the library profession. The Director serves as the official representative of the library.

QUALIFICATIONS

1. Master's degree in library science from an ALA-accredited program
2. Five years library experience preferred with a minimum of two years administrative experience

DUTIES AND RESPONSIBILITIES

GENERAL ADMINISTRATION AND MANAGEMENT

1. Formulates and recommends policies to the library board
2. Implements library policies and procedures
3. Submits an annual budget to the library board in a timely way and directs and monitors expenditures
4. Provides monthly financial planning data to the library board to assist in establishing long and short-term financial priorities
5. Orients new trustees and serves as a resource for trustee activities
6. Employs management techniques effectively in directing, planning, organizing, staffing, coordinating, budgeting, and evaluating the library's operation
7. Directs the maintenance of the library buildings and grounds and recommends future space needs
8. Establishes and maintains a staff manual of library procedures

PLANNING, ORGANIZATION AND EVALUATION

1. Plans, organizes, coordinates and directs a balanced program of library service to meet the immediate and long-range goals of the library and the community
2. Evaluates the effectiveness of library services in relation to the changing needs of the community
3. Provides for critical review of internal library operations such as acquisitions, circulation, etc.
4. Analyzes data affecting the library's operation such as legal, physical, and statistical factors.
5. Investigates new trends and specific library programs and facilitates testing new techniques, materials, and equipment to improve the operation of the libraries

PERSONNEL MANAGEMENT

1. Develops staff job descriptions, recommends and administers personnel policies
2. Hires, supervises, and terminates employees

3. Defines expectations for staff performance and sets goals for service and programming; works to promote high staff morale
4. Supervises planning for optimum utilization of personnel
5. Provides in-service programs for employee training and development, encouraging staff input
6. Encourages staff professional growth at all levels by supporting participation in professional associations, workshops, seminars, and activities
7. Acts as a consultant, mediator, and facilitator for staff

COLLECTION DEVELOPMENT

1. Assists with selection of materials for the libraries – advises on titles and makes final approval of orders
2. Provides the means whereby collection developers can review the portion of the collection for which they are responsible including instruction and support in standard weeding procedures and ensuring availability of standard evaluation tools
3. Works with all to ensure a well-rounded collection both in the branches and within the system
4. Supervises technical processing as a county wide operation in Cody

COMMUNITY AND PROFESSIONAL DEVELOPMENT

1. Participates in professional development opportunities to enhance managerial skills and maintains an awareness of new trends and developments in the library field
2. Reads professional journals regularly
3. Maintains membership in professional organizations – WLA, MPLA. and ALA and attends professional and other meetings to maintain contact with other professional and library related agencies
4. Recommends and administers public relations programs
5. Represents the library and speaks before community, civic, and other groups regarding the objectives and activities of the library
6. Establishes and maintains effective working relationships with other governmental agencies, civic and community groups and the general public
7. Serves as official representative of the library in actions that legally bind or politically influence the library
8. Attends meetings of the Park County Library Foundation

NECESSARY KNOWLEDGE, SKILLS and ABILITIES:

1. Thorough knowledge of the philosophy and techniques of all facets of public library service
2. Ability to think analytically and to develop new services
3. Ability to exercise initiative and independent judgment
4. Considerable knowledge of computers, data communications especially in regards to library applications
5. Ability to prepare comprehensive reports and present ideas clearly and concisely in written and oral form
6. Ability to make administrative decisions, develop policies, and supervise staff
7. Effective interpersonal skills consisting of creative and diplomatic management abilities
8. Demonstrated dynamic leadership skills

9. Ability to motivate, establish and maintain effective working relationships with associates, supervisors, volunteers, other community agencies, government bodies and the general public
10. A desire to meet and serve the public

OTHER SKILLS, ABILITIES, AND KNOWLEDGE

Multi-task oriented

- Flexible in work habits
- Excellent organizational skills
- Energetic, motivated, and creative professional with strong service orientation
- Ability to work well as a team leader and team member as well as ability to work independently
- Possess a broad knowledge in general subject areas and knowledge of authors, books, readers' interest, and reading levels
- Ability to deal tactfully and courteously with all ages of people in a public service context and with professional colleagues
- Ability to attend meetings and conferences as required by Library Trustees
- Ability to read and comprehend documents, technical journals, library policies and procedures
- Ability to design, develop, and proofread written and visual materials

Language Skills

Ability to express ideas clearly and concisely, both orally and in writing. Ability to effectively present information to other employees of the organization and the public

Mathematical Skills

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals

Reasoning Ability

Ability to carry out written and oral instructions

PHYSICAL DEMANDS

- Ability to work a varied schedule, including occasional evenings and weekends, to attend meetings and events.
- Occasional out of town travel for conferences and events will be required.

WORK ENVIRONMENT

The 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 use hands to finger, handle, feel or operate objects, tools, or controls; reach with hands and arms; to talk and to hear. The employee is required to stand for long periods of time—two (2) to four (4) hours. The employee is required to sit for long periods of time. The employee is required to walk, climb, or balance, stoop, bend, kneel, and crouch or crawl.

Employee must regularly lift and or move up to 25 pounds and occasionally lift and/or move up to 50 pounds in order to handle books, AV equipment, and boxes. Specific vision abilities required for this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check are required and job related tests and a background check may also be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

This job description supersedes any previous description for this position.