

LIBRARY DIRECTOR

Position Code: 3410

WC Code: 9410

FLSA Status: Exempt

Pay Grade: 361 (\$64,585 - \$101,008)

Location: Library

Approval Date: 2010

General Statement of Duties

Performs managerial work in directing the provision of library services in the community and serves as the professional librarian.

Distinguishing Features of the Class

An employee in this class plans, organizes and directs the library services designed to meet a variety of community needs and interests. Work includes planning on long and short range basis including facilities and collection expansion, establishing goals and objectives, developing and maintaining the budget, supervising personnel, making professional librarian decisions on collection development and establishing administrative policies and procedures for library operations in accordance with the Town's policies and state requirements. Work involves regular meetings and promoting public with the Town Manager and Friends of the Library and marketing and promoting public awareness to ensure effective services. Work involves serving as the computer system administrator. Independent judgment, initiative, tact and diplomacy in dealing with the public are required. Work is performed in accordance with professional standards and state requirements. Work is performed independently under the general administrative supervision of the Town Manager and is evaluated through conferences, program accomplishments and public feedback.

Duties and Responsibilities

Plans for serving the needs of patrons in the Town and surrounding communities; consults with management and staff; and establishes goals and objectivities; establishes standards, policies, and procedures within the library, incorporating State standards as appropriate.

Prepares annual preliminary budget proposals and multi-year capital budgets; confers with State Library on project budgets and grants; prepares invoices; approves purchases and monitors library accounts for revenues and expenditures; and establishes a process for handling and accounting for fees collected.

Plans, researches, recommends and supervises implementation of expansion and/.or improvements in library services, facilities, resources and technology utilization such as Internet,

catalog automation and future hardware and software needs; confers with State Library and other libraries to expand services through Interlibrary loan and automation links with the county library.

Develops collection; seeks recommendations from staff; previews materials, selects and purchases books, videos and other library materials; reviews patronage needs and collection usage; and screens donated books and materials.

Manages personnel; establishes effective work processes and assigns staff as appropriate; recruits and recommends hiring to the Town Manager; evaluates performance; coaches, trains and discipline employees following Town policies.

Collects and prepares annual statistical report and others required by the State Library for library aid; reviews and analyzes reports on circulation, requests for informational services, collection purging and development, programs offered, and other activities.

Coordinates maintenance of building and grounds with other Town departments; negotiates service and purchase contracts seeking premium pricing; prepares invoices for authorization of payment.

Serves as the primary computer systems administrator for the library, troubleshooting and resolving problems.

Assists patrons with reference and selection questions; performs circulation duties based on customer load and employee coverage; empties book bank on holidays.

Checks material orders upon receipt for accuracy; screens donated books and other items for sale or retention; and weeds outdated and damaged materials for repair or disposal.

Performs related duties as requested.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Thorough knowledge of the principles, practices and techniques of modern library operations.

Thorough knowledge of the various types of reference works, literature, technical library publications, and audio-visual materials.

Considerable knowledge of the organization and functions of local governments.

Considerable knowledge of budgeting, planning and administrative policies.

Considerable knowledge of computer software and hardware applications in a library.

Skill in communicating and presenting ideas effectively in oral and written forms.

Ability to supervise and plan the work of subordinate staff.

Ability to establish and maintain effective working relationships with Town and community officials, other departments, employees and patrons.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, stooping, kneeling, crouching, standing, walking, reaching, grasping, fingering, lifting, pushing, pulling, talking, hearing and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally; up to 10 pounds of force frequently; and a negligible amount of force constantly to move objects.

Must possess the visual acuity to prepare and analyze data and figures, operate a computer terminal and do extensive reading.

Minimum Education and Experience

Master's of Library Science Degree from a college or university accredited by the American Library Association, seven to ten years of supervisory experience in a public library setting; or an equivalent combination of education and experience.

Special Requirement

Possession of the Public Librarian Certificate as administered by the Department of Cultural Resources, State Library of North Carolina.