

## Position Description

**Title: Director**

**Location: Valier Public Library**

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### General Description:

The position is a highly responsible administrative work involving the direction of a broad range of public library functions.

Work involves responsibility for the management of the public library collection and for the provision of library services to patrons and community organizations.

The position includes policy recommendation, exceptional customer service, strong interpersonal skills along with making difficult library decisions.

The work requires that the employee have thorough knowledge, skill and ability in every phase of the public library field, also that continuing education credits are achieved and maintained.

Serves as the secretary with the Board of Trustees

Supervision Received: Works under the administrative direction of the Library Board of Directors

### Essential Duties and Responsibilities:

- Administers assigned area of library operations to achieve goals within available resources
  - a) plans and organizes programs and substitute workload
  - b) trains, motivates and evaluates substitutes
  - c) reviews progress and completes change as needed
  - d) maintains neatness of public area including desks, counters, shelves, tables and personal space visible to the public
- Provides professional advice on library issues to trustees and makes required presentations
- Communicates official plans, policies and procedures to substitutes and the general public
- Assures that assigned areas of responsibility are performed within budget
  - a) performs cost control activities
  - b) monitors revenues and expenditures to assure sound fiscal control
  - c) prepares annual budget requests
  - d) assures effective and efficient use of funds, personnel, materials, facilities and time
  - e) writes/oversees grant proposals and submissions
  - f) Creates, organizes and implements solicitation of donations and/or gifts to the library, reviews and acknowledges receipt of donations and/or gifts
- Selects books, DVDs, periodicals, newspapers, and all other items contained in the library
  - a) prepares library claims
  - b) ensures library is updated and is responsible for the supervision and weeding of the collection
  - c) inspects all materials purchased for the library
- Organizes and assists with special programs for patrons of the library
- Assists patrons in selecting items, helps with reference and circulation
- Provides required reports for the state and maintains operating records
- Performs miscellaneous duties, such as:
  - a) answering the phone
  - b) performing library business in and around Valier
  - c) setting up for programs and circulation desk
- Must have advanced computer skills and be able to assist staff and patrons with technical issues within reason
- Must attend library and professional meetings and participates in regional and statewide professional activities.

### Necessary Knowledge, Skills and Abilities:

- Thorough knowledge of the principles, practices and procedures of public library functions
- Thorough knowledge of the principles, practices and procedures of public administration as applied to a public library
- Thorough knowledge of computers and the Internet, especially integrated library systems software, Microsoft Office, and similar software programs
- Thorough ability to administer the activities of a public library
- Thorough ability to make decisions in an environment of limited resources and competing claims
- Thorough ability to establish and maintain effective working relationships with superiors, subordinates, associates, officials of other agencies and the general public
- Excellent communications skills both verbal and written
- Ability to read, analyze and interpret financial reports and legal documents
- Ability to prioritize work, meet established deadlines and attend to detail as appropriate
- Ability to handle multiple and simultaneous tasks
- Skill in sensitively and effectively responding to inquiries and complaints from patrons and the business community
- Ability to effectively prepare and present information to the Board and public groups, when necessary
- Ability to define problems, collect data, establish facts and draw conclusions

Job Characteristics: This position is 40 hours per week

Certificates, Licenses, Registrations: Valid driver's license and proof of insurance

Tools and Equipment Used: (circulation system); office computer, including word processing and data base management software; calculator; copy and fax machine; phone; automobile

### Physical Demands:

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 frequently required to walk, sit, talk, and hear. The employee is occasionally required to use hands to touch, handle, feel, or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Hand-eye coordination is necessary.

### Work Environment:

The work environment's characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate, understanding that the Valier Public Library is frequently busy with students from classes or patrons that are children.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

### Selection Guidelines:

Formal application; rating of education and experience; oral interview, reference and criminal background check.

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

### Desired Minimum Qualifications:

- A college degree from an accredited college or university preferably with library or business administration experience
- Supervisory experience is preferred OR
- An equivalent combination of education and experience
- Must complete Library Administrator Track Training (Continuing Education Units)

### Salary, Compensation and Training:

This position is full time, year-round with the expectation that the director will be staffing the library during regular business hours, Monday through Friday. Exceptions to this are when attending training and meetings away from the facility, holding presentations or if the hours of operation need to change based on Board approval. When using PTO (Paid Time Off), the director is responsible to find a substitute or volunteer to fill in based on Policy. Beginning salary for the director will be based on experience.

The director shall be entitled to two (2) weeks eighty (80) hours Paid Time Off (PTO) per year.