

Library Director

Dept: Library

FLSA Status: Exempt

General Definition of Work

Performs complex professional work planning, directing and coordinating the operation of the public library, developing and administering library policies and procedures, working with the library board on financial and facility planning, preparing and presenting required and special reports, maintaining records and files, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the County Manager and the Board of Trustees. Departmental supervision is exercised over all personnel within the department.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Develops, plans and evaluates library services, programs and technologies for the County.
- Develops, implements and evaluates library operating policies and procedures.
- Recruits and selects department personnel; assigns, directs and inspects the work of and supervises and evaluates assigned personnel; ensures the proper training of personnel; recommends suspensions and termination.
- Formulates, administers and oversees the library budget, strategic goals and technology needs.
- Administers federal and state programs and funds; obtains and administers grants and other outside funds.
- Prepares monthly, annual and other statistical and narrative reports.
- Engages in on-going public relations for library services.
- Serves on boards and committees as necessary.
- Ensures the proper maintenance and housekeeping of County libraries; refers issues to appropriate department.
- Abides by, enforces and participates in the implementation and ongoing oversight of Randolph County Government safety standards and regulations.

Knowledge, Skills and Abilities

Comprehensive knowledge of professional library principles, methods, materials, operations and practices; comprehensive knowledge of reader interest levels; comprehensive knowledge of books, authors, periodicals, and reference or library media; comprehensive knowledge of cataloging procedures and problems; ability to analyze library service problems and participate in effectively solving them; ability to organize, manage and motivate people; ability to compute rates, ratios and percentages; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to prepare and present reports, budgets and other presentations; ability to supervise the work of subordinates; ability to direct employees' professional training for library work; ability to establish and maintain effective working relationships with associates, similar service organizations, professional organizations and library patrons.

Education and Experience

Master's degree from a program accredited by the American Library Association in library or information science or related field and three to five years experience working in leadership, management, supervision, budgeting, library public service, or equivalent combination of education and experience.

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Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, frequently requires standing, walking, sitting, using hands to finger, handle or feel and repetitive motions and occasionally requires stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires close vision and ability to adjust focus; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

North Carolina Public Librarian Certification.

Competencies

Leading with Integrity: Exhibits ethical and moral behavior in everyday business conduct; Earns trust of others by; disclosing information and admitting mistakes; Recognizes and resolves ethical questions; Ensures organizational ethics are widely understood; Encourages open discussion of ethical issues; Creates an environment that rewards ethical behavior

Negotiation Skills: Clarifies interests and positions of all parties; Adjusts tactics to achieve desired results; Manages conflict, manipulation, and strong emotions; Develops alternative options for mutual gain; Builds consensus through give and take

Managing Customer Focus: Promotes customer focus; Establishes customer service standards; Provides training in customer service delivery; Monitors customer satisfaction; Develops new approaches to meeting customer needs

Quality Management: Fosters quality focus in others; Sets clear quality requirements; Measures key outcomes; Solicits and applies customer feedback; Improves processes, products, and services

Team Leadership: Fosters team cooperation; Defines team roles and responsibilities; Supports group problem solving; Ensures progress toward goals; Acknowledges team accomplishments

Change Management: Develops workable implementation plans; Communicates change effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results

Managing People: Defines responsibilities and expectations; Includes subordinates in planning; Takes responsibility for subordinates' activities; Makes self available to subordinates; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Sets goals and objectives; Motivates for increased results; Recognizes contributions of others

Visionary Leadership: Creates a clear, compelling vision; Communicates vision and gains commitment; Acts in accordance with vision; Displays passion and optimism; Mobilizes others to fulfill the vision

Financial Responsibility: Understands financial targets and budget goals; Incorporates financial analysis into strategic decisions; Implements operating budget flexibility to address changing priorities; Creates sound business cases to support expenditures; Promotes conservation of organizational resources

Library Director

I have read and understand my job responsibilities as outlined in this job description and will abide by and follow these duties.

Employee Name (Printed)

Employee Signature

Manager Name (Printed)

Manager Signature

Date