

POSITION DESCRIPTION

Position Title: DIRECTOR			
FLSA Status: Non-Exempt		Exempt:	<input checked="" type="checkbox"/>
Reports to: Board of Trustees			Pay Range: Set by Board
Department: Administration			Last Revision:
Positions Supervised: Assistant Director of Public Services, Assistant Director of Support Services, Community Relations/Development Coordinator, Business Manager, Executive Assistant, Technology Facilities Coordinator			

PURPOSE

Under administrative direction, the Director directs the operations of the Library to ensure quality library service to the community and ensures that the Library complies with all applicable laws and policies and decisions of the Board of Trustees.

ESSENTIAL POSITION FUNCTIONS

- 1 Ensures that the Library provides a high quality collection of materials and services to meet the needs of the community
- 2 Ensures that all library materials are properly cataloged, shelved and available to patrons
- 3 Ensures that the collection is maintained and weeded on a regular basis and all staff members treat all patrons courteously and impartially
- 4 Develops and administers the budget and implements cost containment measures
- 5 Ensures that all service contracts are developed in compliance with advertising and competitive bidding requirements and that contract obligations are fulfilled
- 6 Positions the Library for greatest impact and service
- 7 Represents the Library by participating on community and professional boards, committees, task forces, councils, and organizations
- 8 Develops and articulates a strong vision to staff and constituents to ensure that the Library is proactive and responsive, patron and community centered, forward thinking and mission driven
- 9 Works with the Board of Trustees to develop and recommend overall library standards and direction, personnel policies, fiscal and facilities planning
- 10 Fosters a climate of participation, creativity, and teamwork with and among staff
- 11 Provides leadership in strategic planning to meet identified needs
- 12 Develops a cooperative working relationship with each member of the Board of Trustees
- 13 Oversees Board agenda and packet preparation and distribution
- 14 Serves as a member of the Administrative Team
- 15 Attends meetings of the Board of Trustees
- 16 Supervisory duties

REQUIRED QUALIFICATIONS

Education, Training and/or Experience

- 1 Master's degree in Library Science from an American Library Association accredited school
- 2 A minimum of eight (8) years of professional library experience in positions with progressive levels of responsibility
- 3 A minimum of five (5) years of experience supervising a system-wide department or branch library

Knowledge, Skills, Abilities and Personal Characteristics

- 1 Ability to maintain confidentiality and use appropriate judgment in handling information and records
- 2 Ability to work accurately with attention to detail
- 3 Ability to arrange items in alphanumeric and/or subject order
- 4 Knowledge of strategic planning, public administration, cost/benefit analysis methods, budget development and administration, bond and tax levy financing
- 5 Ability to interpret and apply laws, regulations and policies
- 6 Knowledge of state and federal employment laws
- 7 Ability to address and resolve patron conflicts equitably
- 8 Ability to define problems, collect data, establish facts and draw valid conclusions

Certifications, Licenses, Registrations

None

PREFERRED QUALIFICATIONS

None

PHYSICAL DEMANDS

Ability to sit and use computer for extended periods and operate standard office equipment, daily
Travel by automobile is required frequently

WORKING CONDITIONS

Majority of work performed in general office/library environment
Requires availability for extended hours as needed
Requires evenings and/or weekends
Requires periodic participation and attendance at events and training

This position description is not intended to be a complete list of all responsibilities, skills or working conditions associated with this position and is subject to review and change at any time in accordance with the needs of South Georgia Regional Library. Reasonable accommodations may be made to enable someone with a qualifying disability to perform the essential functions of the position.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand this position description.

Employee

Date