

Announcement of Library Director Opening

The **Newbern City Library** Board of Trustees are seeking candidates to fill the position of Library Director. Consideration will be given to candidates submitting a resume and cover letter to the Library Board of Trustees no later than 25th November, 2020. Electronic submissions are welcome and must be date and time stamped in the email no later than 11:59:00 P.M. of the 25th of November. Please submit a cover letter and resume at the Newbern City Library, 220 East Maine St., Newbern, TN 38059, or by electronic submission via email to newlibfound@gmail.com. with subject line "Library Director position application".

The Library Director is responsible for all aspects of operations and functions of the Library, for advocating for the library at all times, and is responsible for meeting the requirements of the State of Tennessee Library Board governance, the community, the local government regulations and overseeing the staff.

Candidates will be evaluated based upon the job description items noted below.

Library Director's Job Description

1. Qualifications for the Library Director are:
 - a. a High school diploma;
 - b. Possess or agree to attend Public Library Manager Institute to successfully obtain the Certified Public Library Manager certificates;
 - c. Commitment to the mission and philosophy of public library services;
 - d. Excellent leadership skills;
 - e. Demonstrate communication, interpersonal and technology skills;
 - f. Work effectively with Library Trustees, elected Officials and community groups;
 - g. Supervise and manage library staff and volunteers staff;
 - h. At least five years of increasingly responsible professional library experience including significant administrative and supervisory duties.
 - i. Possession of, or ability to obtain, an appropriate, valid driver's license.
 - j. Work in a dynamic library environment, working with the public.

- k. Physical Capability - Essential and marginal function may require maintaining physical condition necessary for sitting and/or standing for prolonged periods of time; moderate lifting and reaching.
- l. Leverage cutting edge technologies to keep the Library competitive.
- m. Experienced in seeking and obtaining philanthropic and public funding.
- n. Knowledge of foundations and management of endowment growth.

2. Duties:

a. Board Relations- The Director shall:

1. Report to the Library Board of Trustees, which has the legal responsibility for Library governance and hiring the Library Director.
2. Organize and plan agendas for Board meetings in consultation with the President. Distribute agendas and support materials.
3. Notify Board members of meetings and prepare appropriate public notices in compliance with Tennessee Sunshine Laws.
4. Attend all Library Board or committee meetings except when officially excused by the President.
5. Prepare monthly reports and generally apprise the Board of significant activities, events, problems and concerns of the Library.
6. Formulate and recommend policies for Board approval, and implement the same.
7. Provide administrative support to the Board.
8. Assist with and promote orientation and continuing education for Board members.
9. Develop the library budget and manage the library's money.

b. Planning- The Director shall:

1. Continually evaluate the effectiveness of library services in relation to dynamic needs of the community and develop plans to meet those needs.
2. Evaluate future needs for library services and resources to meet those needs.
3. Prepare long-range plans for the library.
4. Work for compliance with Tennessee Public Library standards.

c. Finance- The Director shall:

1. Prepare a draft annual budget for Board consideration and adoption.
 2. Present the budget to the City of Newbern and Dyer County Budget Committee.
 3. Supervise expenditures of library funds.
 4. Prepare monthly and yearly financial reports of budget accounts, receipts, and endowment funds, and present an audit report to the Board.
 5. Prepare an annual review of library insurance policies and recommendations for any changes.
- d. Personnel- The Director shall be responsible for all aspects of personnel management, including:
1. Classification of staff positions and periodic revisions of job descriptions.
 2. Recruitment and interviewing of candidates for positions.
 3. Responsible for employee hiring, firing and promotions.
 4. Scheduling, organizing and supervising work operations.
 5. Establishment of work rules and regulations.
 6. Training and professional development of employees.
 7. Promotion of employee work satisfaction and general staff welfare.
 8. Preparation of annual evaluations.
- e. Public and Patron Relations:
1. Advocate for and promote the library. Work with employees, library board, volunteers and library users as well as educational, literacy and literacy organizations.
 2. Work to establish effective communications through news releases, e-mail or print newsletters, blogs, web sites, etc.
 3. Establish and maintain effective working relationships with schools, agencies, civic and community groups, the general public and the news media.
 4. Represent the library at and speak before community, civic and other groups regarding the objectives and activities of the library.
 5. Participate as a member in appropriate civic or service organizations.
 6. Monitor public perceptions of the library and its services.

7. Effectively address patron complaints and public criticism of the library.
 8. Ability to respond to unique needs of the community as the demography dictates.
- f. Collections- Supervise selection, acquisition, and processing of library materials to meet the public needs within the structure of library selection policies and budgetary limitations.
 - g. Physical Facilities- Supervise housekeeping, maintenance and repair of building and grounds. These responsibilities are accomplished with the assistance of and through City Departments and/or volunteers.
 - h. Professional Development-Keep current in Library trends. This includes, but is not limited to, participation in professional and other meetings as appropriate, membership in state and national library organizations and networking with regional libraries.