

Library Director

Nature of Work

This is very responsible full time and on-site supervisory work involving the management of the public library system for Maury County. Activities associated with the job include daily oversight of all library operations for the main library and branch library, overseeing the planning of a diverse offering of outreach activities and weekly events, ordering materials and supplies and interacting with library patrons. Additional activities include responding to patrons' complaints and concerns, preparing and monitoring annual budgets, overseeing the cataloging of materials, preparing and submitting grant applications and compiling data and preparing reports for the Library Board and regional and state entities. Job responsibilities require extensive experience working for a public library, excellent organizational, interpersonal and decision making skills, thorough experience supervising, training, and directing the activities of a professional and welcoming staff, considerable experience preparing and monitoring budgets, ability to prepare and submit competitive grant applications, along with strong computer skills for day to day activity, budgets, creating advertisements, maintaining a website, and management of all social media. Director is responsible to, and expected to work with the Library Board as well as implement goals and objectives set by that body. Job performance is evaluated by the Library Board through review of the overall organization and operation of the Library system, patron satisfaction skills, ability to raise funds and receive grants to support operations, program development, fund development, supervisory skills and ability to interact effectively with local officials and library patrons.

Illustrative Examples of Work

- Provides direction and management support to all library employees, the Branch Manager and other support personnel.
- Establishes and implements public library operating policies and procedures.
- Offers prompt, efficient, impartial, courteous and friendly service to everyone.
- Oversees and assists with planning outreach activities to promote/market library programs and resources.
- Prepares and submits grant applications to public and private entities to support and enhance library operations and services.
- Oversees and assists with ordering books, periodicals, reference materials and other supplies for the main library and the branch library.
- The director has the ultimate responsibility for making sure all materials meet the standards set forth by the Board of Trustees. And that all laws of the State of Tennessee are met. The director is also responsible to ensure compliance with the Library Service Agreement, Materials Collection Development Policy, and the Internet Safety Policy.

- Addresses all human resource issues including the selection, evaluation and discipline and/or discharge of staff.
- Holds regularly scheduled meetings with staff to maintain communication and planning.
- Responsible for resolving a wide range of routine and non-routine issues and difficult situations.
- Interacts with library patrons and addresses any issues and/or concerns.
- Supervises and directs the daily activities of all Library System employees.
- Oversees and assists with computer classes and assists with maintaining computer hardware components and software applications.
- Makes presentation to civic clubs, church groups, etc. to inform them of library operations and services; serves as the “face” of the Maury County Library system.
- Prepares and monitors the annual budget for all library operations and reviews all monthly revenues and expenditures to ensure budget compliance.
- Assists with cataloging books, periodicals and reference materials and ensures that all items are placed in the appropriate area of the libraries.
- Oversees the collection of fees for past due materials and books and ensures that these funds are deposited in a timely and accurate manner.
- Coordinates fund raising activities to support and enhance library operations.
- Ensures the maintenance of an accurate inventory of all library books, audio books, cd’s, equipment and supplies.
- Maintains and submits payroll records and other employee information to the accounting department.
- Oversees and assists with issuing library cards to eligible patrons and ensures that loaned materials are returned in a timely manner and/or appropriate notices are sent out regarding overdue books, audio tapes, etc.
- Oversees and assists with obtaining books and other materials through the interlibrary loan program.
- Develops and manages a volunteer program to assist with special events, assist with library operations, etc.
- Compiles data and prepares reports for the Library Board, regional and state library officials and County Commission regarding circulation, attendance for various activities, budgetary issues, etc.
- Responsible for compliance with all pertinent federal, state and local laws, regulations, and ordinances as well as all library policies and procedures.
- Attends County Commission meetings, departmental meetings, etc. that have dealings with the library system.
- Attends conferences, workshops, seminars, etc. to remain current on issues affecting public library operations.
- Stays current with trends and innovations, management, library administration, and library services.
- Performs related duties as required.

Necessary Requirements of Work

Graduation from an accredited four year college or university, (Master’s Degree in Library Science (MLS) is preferred); a minimum of five years’ experience working for a

public library; strong supervisory skills, excellent organizational, interpersonal and decision making skills; ability to prepare and submit competitive grant applications; experience preparing and monitoring budgets; ability to present interesting and informative public presentations, technology to include web design and social media; or any equivalent combination of education and/or experience to provide the following knowledge, abilities and skills:

- Extensive knowledge of library science including the appropriate cataloging and storing of books, periodicals, reference materials, etc.
- Extensive knowledge of TCA laws and regulations governing library operations including copyright and privacy laws.
- Extensive knowledge of automated library systems and resources.
- Extensive knowledge of the Library Board Policies and Procedures manual including all revisions, updates and amendments.
- Thorough knowledge of budget preparation and monitoring practices including proper methods of accounting for accounts receivable, accounts payable, internal controls, auditing standards, etc.
- Thorough knowledge of grant preparation and submission techniques and methods.
- Thorough knowledge of acceptable supervisory techniques and practices including the selection, evaluation, motivation and discipline and/or discharge of staff.
- Thorough knowledge of networked computer hardware components and software applications (including internet screening devices) utilized for teaching computer skills.
- Ability to effectively supervise and direct the activities of support staff.
- Ability to prepare and monitor annual budgets and ensure the proper accounting of all receipts and expenditures.
- Ability to make appropriate and timely decisions in response to new and/or unusual events and circumstances, patron complaints, etc.
- Ability to prepare and submit competitive grant applications for additional funding.
- Ability to remain current on new developments in library operations and apply them effectively on the job.
- Ability to prioritize personal time and activities to ensure the timely completion of all job responsibilities, meet established deadlines, etc.
- Ability to compile data and statistics and prepare detailed reports for the Library Board and regional and state entities.
- Ability to make effective and informative presentations to civic and church groups, etc.
- Ability to interact effectively with library patrons, local and regional officials, co-workers, community organizations and the public.
- Ability plan and coordinate special events and activities and perform effective outreach activities.
- Skill in the use of computer hardware components and related software applications.
- Proficiency in enhancing the visibility of the Maury County Public Library Systems by engaging in website development, effective management, and adept utilization of social media platforms.

Necessary Special Requirements

-Possession of a valid Tennessee Driver's License and the ability to be insured at standard vehicle liability rates.

Physical Requirements

- This is light to medium work requiring moderate static, explosive, dynamic and trunk strength and requiring the exertion of up to 60 pounds of force occasionally and up to 5 pounds of force frequently to move objects
- Work requires considerable flexibility, mobility and speed of limb movement
- Work requires moderate effort and stamina
- Work requires both gross body equilibrium and coordination for balancing, bending, stooping, kneeling and walking
- Work requires considerable arm / hand steadiness and manual and finger dexterity
- Vocal communication is required for expressing and exchanging ideas by means of the spoken word
- Hearing is required to perceive information in both quiet and noisy environments and determine the direction of sounds
- Visual acuity is required for the operation of office equipment, determining the accuracy and thoroughness of work, color differentiation, and observing general surroundings and activities
- The worker is subject to inside and occasional outside environmental conditions

Maury County Government
FLSA – Exempt (Administrative)
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