

# County Public Library Director

## Job Description

The Director plans, organizes, directs, evaluates, and reviews the library's resources, personnel, facilities, financials, services and programs to conform with the policies established by the County Library Board of Trustees and the Library Laws of the State of Arkansas while responding to the needs of the community. The director operates under the executive direction of the County Library Board of Trustees. Work includes developing and monitoring budget resources, planning and implementing overall library goals and objectives, and oversight of staff (some aspects may be delegated to supervising librarians) and services.

This is a highly responsible administrative position involving the direction of a broad range of public library functions. The ability to work effectively with the Board of Trustees, as well as the public, is essential.

### I. Administration and Leadership

- A. Has a commitment to the mission and philosophy of public library service.
- B. Has excellent leadership skills.
- C. Has excellent communication, interpersonal and technology skills.
- D. Possesses the ability to work effectively with library trustees, elected officials and community groups.
- E. Will be able to supervise and motivate library staff and volunteers.
- F. Possession of, or ability to obtain, an appropriate, valid driver's license.
- G. Ability to work in a dynamic library environment, including working with the public.
- H. Ability to leverage cutting edge technology to keep the library competitive.
- I. Experienced in seeking and obtaining philanthropic and public funding.
- J. Develops and recommends library policies to the Library Board of Trustees.

### II. Duties

#### A. Board Relations

- Report to the Board, which has the legal responsibility for governing the library and hiring the library's director.
- Organize and plan agendas for Board meetings in consultation with the Board President. Distribute agendas and support materials.
- Notify Board members of meetings and prepare appropriate public notices in compliance with Arkansas State Library Laws.
- Attend all Library Board or committee meetings except when officially excused by the President.
- Act as executive secretary to the Board.
- Prepare regular monthly reports and otherwise generally apprise the Board of significant activities, events, problems and concerns of the Library.

- Formulate and recommend policies for Board approval, and implement the same.
- Provide administrative support to the Board.
- Assist with and promote orientation and continuing education for Board Members.
- Develop the library budget(s) and manage the library's money.

**B. Planning**

- Continually evaluate the effectiveness of library services in relation to the changing needs of the community and develop plans to meet those needs.
- Evaluate future needs for library services and resources to meet those needs.
- Prepare long-range strategic plans (formal and informal) for the library.
- Work for compliance with the Arkansas Public Library standards.

**C. Finance**

- Prepare (draft) an annual budget for Board consideration and adoption.
- With the Board present, present the budget to the Lonoke County Quorum Court.
- Make or supervise expenditures of library funds.
- Prepare bills for approval by the Board at regular meetings and subsequent payment by the county.
- Prepare quarterly and yearly financial reports on budget accounts, receipts; and present an audit report to the Board.
- Prepare and send to the Division for Library Services the required annual report (budget).
- Prepare an annual review of library insurance policies and recommendations for any changes.

**D. Personnel**

- Classification of staff positions and periodic revision of job descriptions.
- Recruitment and interviewing of candidates for positions.
- Responsible for employee hiring, firing, and promotions.
- Scheduling, organizing and supervising work operations.
- Establishment of work rules and regulations (with Board approval).
- Training and professional development of employees.
- Promotion of employee work satisfaction and general staff welfare.
- Preparation of annual evaluations of direct reports.
- Keeps Library Branch Managers and Staff informed of the Library Board of Trustees' policies and suggestions.

**E. Public and Patron Relations**

- Advocate for and promote the library system. Work with employees, the Library Board, volunteers and library users as well as educational, literacy and literacy organizations.

- Work to establish effective communications through news releases, e-mail or print newsletters, blogs, web sites, etc.
- Establish and maintain effective working relationships with schools, agencies, civic and community groups, the general public and the news media.
- Represent the library at and speak before community, civic and other groups regarding the objectives and activities of the library.
- Participate as a member in appropriate civic or service organizations.
- Monitor public perceptions of the library and its services.
- Effectively address patron complaints and public criticism of the library.
- Possess the ability to respond to the unique needs of the community as the demography dictates.

**F. Collections**

- Supervise the selection, acquisition, and processing of library materials to meet public needs within the structure of library selection policies and budgetary limitations.
- Supervises the de-selection of library materials within the structure of library selection/de-selection policies and budgetary limitations.
- Review the collection development policy regularly and make sure that it is consistent with current practice and otherwise up to date.
- Oversee and participate in the circulation of library materials.
- Will be expected to share materials with other librarians in the system and in the state through interlibrary loan.

**G. Physical Facilities**

- Supervise housekeeping, maintenance and repair of buildings and grounds. These responsibilities may be accomplished with the assistance of and through the supervisor of city buildings (if the library is located within a building the city owns and maintains).
- If there is a deficiency in the amount of space that is available to the library, the director will need to initiate a formal space needs assessment in conjunction with the library board. The space needs assessment may result in the need to pursue a remodeled, expanded, or even a new library facility.
- Awareness of the requirements of the Americans with Disabilities Act (ADA) as they relate to the library's facility and make any deficiencies known to the library board.

**H. Minimum Physical Abilities**

- Must be able to lift up to 25 lbs.
- Requires physical agility and strength to bend, reach, lift, stoop, carry, push and pull.
- Vision requirements include close and distance vision, as well as color and peripheral vision.
- Ability to speak English and to hear (aided or unaided).

- Proficiency with typing.
- Proficiency with Computer skills is essential as well as knowledge of computer operating systems, hardware and software (must keep up with computer changes).
- Must stay abreast with changes in Technology.

**I. Professional Development**

- Keeps informed of developments and participates in activities of professional and community organizations.
- Maintains a membership in a professional library society (i.e. ALA, PL, ArLA, ARSL, ALPS, etc.).
- Attends a minimum of one Professional Development Seminar per year relating to libraries.
- Attends the Arkansas State Library Board of Trustee meetings quarterly.

**III. Other Duties As Assigned**

**Reports to:** This position reports directly to the County Library Board of Trustees.

**Job Requirements:** A Master's Degree in Library Science from an ALA accredited institution is preferred; but consideration will be given to an applicant with an undergraduate degree and experience in supervising employees (with the understanding that the Master's Degree in Library Science from an ALA accredited institution will be obtained within 5 years of employment).

**Salary Range:**

**Approved by Library Board: September 29, 2015**

Revised On: