

SIDNEY-RICHLAND COUNTY LIBRARY

Position: Library Director

POSITION: Library Director

ACCOUNTABLE TO: Library Board of Trustees, generally: Board of County Commissioners relating to budget, land and building.

SUMMARY OF WORK: Under broad policy guidance and direction from the Sidney-Richland County Library Board of Trustees, the Director performs professional and administrative duties in planning, developing, implementing and directing public library services for the Sidney-Richland County Library. These duties include budget preparation, evaluation, personnel, collection development, community relations and facility maintenance.

JOB CHARACTERISTICS

Nature of Work

Develops clear and visionary objectives for the accomplishment of evolving library services for the community; keeps informed of new developments in service and information and applies them to the community; performs administrative and supervisory duties involving coordinating activities relating to library operation. Position performs duties with budgetary and financial responsibilities.

Personal Contacts

This position comes into frequent contact with the public; serves on appropriate committees to represent the library. Position occasionally comes into contact with other departments and professional groups.

Supervision Exercised

Position receives general direction from the Library Board of Trustees.

Travel

Travel is required to attend meetings, trainings and/or special projects.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE

Administration and Leadership

- Attends library board and sub-committee meetings, serves as a resource for the board, acts as recording secretary during all meetings.
- Administers board policies, makes policy recommendations to the board, and provides staff /secretarial support and information to the Board.
- Prepares budget in consultation with the Richland County Library Board of Trustees and for approval by the Board of County Commissioners. Submits, monitors, and approves expenditures in conformity with the approved budget and the budgetary procedures of Richland County. Administers gifts, state and federal money.
- Evaluates library services and makes recommendations to the Board for improvements; works with elected officials and civic organizations to develop programs and resolve problems.
- Advocates for the library by serving as the official representative of the library in the community and throughout the library field and by speaking before community, civic, and other groups about the library's services.
- Establishes and maintains effective working relationships with library patrons, other governmental agencies, civic and community groups, and the general public.
- Directs and implements effective public relations and advocacy programs.
- Prepares legal documents, files required documents, publishes required notices
- Creates, organizes and implements solicitation of donations and/or gifts to the library, reviews and acknowledges receipt of donations and/or gifts. Serves as a liaison to the Richland County Public Library Foundation.
- Oversees the automation and technology needs and maintenance of the library, implements new technology as appropriate, while working with Richland County IT to follow proper procedure.

Management

- Provides a leadership role in the library.
- Responds to patron requests, suggestions and complaints.
- Evaluates operations and activities of the library, plans for future needs, develops library collections and services, and adopts and implements new services.
- Develops staff job descriptions, recommends and administers personnel policies involving hiring, evaluating, promoting

and terminating staff in coordination with human resources policies and practices of Richland County.

- Defines expectations for staff performances.
- Promotes staff morale through communication, staff meetings, in-service programs, and staff trainings.
- Supervises personnel directly and through lead staff; hires and trains employees; assigns and monitors work; updates job descriptions, evaluates personnel; disciplines employees as necessary.
- Supervises and encourages staff members' continuing education. Ensures all staff successfully completes and maintains the necessary educational credits for the Montana State Library Certificate Program.
- Maintains neatness of public areas including desks, counters, shelves, tables and personal space visible to the public.
- Administers maintenance of library facilities and equipment.
- Reviews, selects, approves, orders all materials for purchase.
- Participates in professional meetings, classes, conferences and workshops.
- Participates on the Advisory Board of the Family Resource Center, Life Long Learning Action group which is a part of the County Long Range Planning and seeks out and maintains collaborative partnerships that further library goals
- Reads professional materials to update and maintain knowledge and skills.
- Accountable for all activities, programs and services.
- Prepares grants for funding

JOB REQUIREMENTS

Knowledge, Skills, and Abilities

- Working knowledge of professional library principles, methods and practices
- Considerable knowledge of management principles and practices.
- Knowledge of supervision, training, and staff utilization principles.
- Considerable knowledge of public relations and advocacy programs and practices
- Ability to plan, organize, supervise, and evaluate the work of employees in diversified library activities.
- Superior human relations and communication skills to include presentation, verbal and written.
- Ability to establish and maintain effective and harmonious working relationships with employees, other agencies, and the general public.

- Ability to follow written and verbal communications.
- Ability to exercise initiative and good judgment.
- Ability to speak clearly and persuasively in positive or negative situations, listens and gets clarification, responds well to questions, demonstrates group presentation skills; shares expertise with others.
- Ability to interpret community interests and needs and then form into appropriate library services.
- Ability to plan, organize, evaluate and manage the programs of the library.
- Ability to demonstrate diversity awareness
- Thorough knowledge of accounting and budgetary procedures
- Ability to Identify and resolves problems in a timely manner, synthesize complex or diverse information, develop alternative solutions, and use reason even when dealing with emotional topics. Assesses strengths and weaknesses.
- Knowledge in technology skills, social media and Internet literacy; Ability to understand and/or evaluate digital media. Knowledge of integrated library systems software.

Education and Experience

The ideal candidate will possess a Master's Degree from an ALA-accredited school in library Science, a bachelor's degree with library minor or endorsement with at least three years of professional experience working in a public library preferred, or equivalent combination of education and experience. This includes proven success with supervision and management of staff. The candidate must also possess broad knowledge of library principles and practices, and library technologies and advances. Strong communication skills, effective interpersonal and collaborative skills, and superior organizational and problem solving skills are necessary.

Current Montana State Library certification is required or must be obtained within three years of employment.

Job Performance Standards

Evaluation of this position will be based primarily upon the satisfactory performance of the preceding job description requirements and duties. Examples of the performance standards include, but are not limited to, the following:

- Perform assigned duties.

- Provides well-rounded library services within budgetary constraints.
- Adheres to standards of confidentiality.
- Organizes and supervises library programs and services effectively.
- Prepares, maintains and submits accurate and timely reports and records.
- Competently executes supervisory duties.
- Ensures the library meets the Montana State Library general essential standards.
- Accurately provides information and assistance to the Board of Trustees.
- Remains informed concerning contemporary library issues.
- Operates within approved budget.
- Deals tactfully and compassionately with the public and displays a commitment to public service.
- Demonstrates punctuality, strong work ethics, initiative and flexibility
- Establishes and maintains effective working relationships with fellow employees, Trustees, the general public, civic organizations, Mayor and City Council, County Commissioners, and other County and City Department personnel.
- Other duties as assigned.

Physical Requirements

While performing the duties of this job, with or without reasonable accommodations, the employee is frequently required to stand and walk for long periods of time on a concrete floor. Must be able to reach arms overhead, use a stepladder, stoop and kneel. The employee will need to use hands to finger, handle or operate tools, controls and equipment. Must be able to shelve heavy material and lift/move up to 25 # and greater with assistance; and perform other efforts such as pushing a loaded book cart and tolerate dust. Must have; the ability to talk with clarity, and be able to listen to patrons accurately, specific vision abilities (adjusted) that include close and distance vision with good depth perception, and specific hearing (adjusted) hearing abilities to hear patrons and staff.

Work Environment

Duties are performed in surroundings where undesirable physical conditions and hazards are minor and controllable.

Other

This job description does not constitute an employment agreement between the Employer and the Employee and is subject to change by the Employer as the needs of the Employer and requirements of the job change.