

Greenup County Public Library

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| Title: | Director | | |
| Reports To: | Board of Trustees | | |
| FLSA Status: | Exempt | Class: | Unclassified |
| Due Date: Oct 7 | | | Date Revised: |

FUNCTION:

Under broad policy guidance and direction for the Library Board of Trustees, the Director performs a variety of professional administrative and supervisory tasks associated with planning, organizing, and implementing the programs and services of the library system. The Director serves as the official representative of the library and is expected to provide a leadership role within the library, the community, and the library profession.

ORGANIZATIONAL DUTIES & RESPONSIBILITIES:

1. The primary responsibility of all staff is to ensure that all patrons of the library have an experience that is inclusive and informative while participating in library programming and services. This should be achieved by all staff modeling the following characteristics in their daily functions.
 - i. Adaptability. We are outwardly focused, service-oriented, and staffed by continuous learners.
 - ii. Equality. We welcome all patrons with the same measure of respect, warmth, and acceptance.
 - iii. Accountability. We are an interdependent team holding ourselves mutually accountable for delivering results that are relevant to our community's needs.
 - iv. Integrity. We embody these values in every aspect of our operation, building personal and institutional bridges which facilitate productive, trusting relationships.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provides leadership and direction in the development of short- and long-range library plans; gather, interpret, and prepare data for studies, reports, and recommendations; establish goals and measure accomplishments against recognized standards; communicate the library's mission and goals to the library staff and the community.
2. Provide professional advice on library issues to the Board of Trustees; report monthly to the Board on the operation of the library system and the library's program of service; implement and monitor policies approved by the Board; formulate and recommend new policies and changes in existing policies; ensure compliance with all local, state, and federal laws and regulations affecting public library access.
3. Administer the library's fiscal program; develop and present the annual operating budget and capital outlay programs; monitor revenues and expenditures; assure effective and efficient use of budgeted funds; seek funding through grants where appropriate.

4. Oversee human resource management including recruitment, employment, compensation, and performance development; exercise administrative direction over all library staff either directly or through subordinate supervisors; provide leadership in establishing effective working relationships and communication, ensuring high productivity, and encouraging initiative and professional growth.
5. Coordinate the planning, development, and management of the library's program of service; evaluate the effectiveness of library services in relation to changing needs of the community; stay informed of and recommend current library technologies, trends, and innovations that will enhance library service to the community.
6. Serve as principal spokesperson and advocate for the library; meet with public officials, civic groups, community organizations, and agencies to explain library goals and services and to promote collaboration; participate in local and regional activities to engage diverse communities in the activities of the library.
7. Oversee a public relations program to ensure community awareness of library services and to provide positive local, regional, state, and national recognition of the library.
8. Oversee physical facilities and equipment; assure accessibility, safety, and attractiveness of buildings and grounds; monitor facility needs and recommends capital improvements; work with planners, architects, and designers on site selection, design, and construction of new buildings.
9. Performs other duties as assigned.

WORKING CONDITIONS/ENVIRONMENT:

1. Shift is generally Monday – Friday but hours will vary.
2. Holidays, weekends, and extra hours may be required, based on library events.
3. Primary work setting is within the office.
4. Maintains a positive, professional attitude contributing to a supportive work environment.

MINIMUM JOB REQUIREMENTS:

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| EDUCATION: | MLS Degree from an accredited library school or related Master's Degree. |
| EXPERIENCE: | 5-8 years of experience in administrative and supervisory professional library experience with an increasing level of responsibility |
| SPECIFIC SKILLS AND REQUIREMENTS: | <ul style="list-style-type: none"> • Knowledge of the theories, principles, and practices of library science. • Knowledge of public library planning and role-setting principles and practices. • Understanding of current public library issues and trends. • Knowledge of business management principles including planning, organizing, managing, budgeting, accounting, and contracting processes. • Ability to apply effective principles of leadership and supervision to maximize employee potential. • Ability to establish and maintain productive and collaborative relationships within the library and community. |

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| | <ul style="list-style-type: none"> • Ability to work independently, set priorities, and manage multiple projects. • Excellent interpersonal and communication skills including writing and public speaking. • Understanding of the role and potential of technology in the delivery of library services. • Proficiency with windows-based PC's, Microsoft Office products, Web searching, email, and related products and procedures. • Ability and willingness to travel locally and nationally to conduct library business and represent the library. • Valid driver's license. |
| SPECIALIZED LICENSES OR TRAININGS: | Secure and maintain current Certification as governed by the Kentucky State Board for the Certification of Librarians. |
| PHYSICAL REQUIREMENTS: | |
| <p>The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> | |
| <p>While performing the duties of this job, the employee is regularly required to stand, walk, talk, hear, and smell. The employee frequently is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, and climb stairs. The employee is occasionally required to climb, balance or run. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.</p> | |
| SUPERVISORY REQUIREMENTS: | |
| <p>Responsible for supervision of all branch employees, so supervisory responsibilities may be delegated to branch managers.</p> | |

Disclaimer:

This job description is not all-inclusive. Other duties and responsibilities may be added as necessary.

I have received a copy of the above description of my current position. I have read and reviewed the duties and responsibilities for which I am responsible and am aware of the physical and minimum requirements of this position. I understand that I am accountable for the duties and responsibilities as described. This job description does not constitute a contract nor does it alter the at-will status of the employee/employer relationship.

Employee Signature

Date