

# Library Director

**Job Summary:** Under the direct supervision of the public library board of trustees, the Library Director is responsible for the operations of the Rock Springs Public Library and the development and implementation of its service program, including:

- Assisting the board with long-range planning and policy development, and managing all library resources, including human resources
- Organizing the acquisitions, access, storage, and maintenance of collections
- Designing and implementing services and programs for users of all ages
- Work with the Public Works Director to maintain the library building and grounds
- The Library Director hires and supervises all assistants, substitutes, and volunteers who work in the library

## I. Specific Responsibilities

### **Administrative Services:**

1. Serve as the library's executive officer
2. Serve as the technical adviser to the board
3. Implement the policies of the library as established by the board
4. Prepare the draft of the annual library budget for board discussion and approval
5. Participate in the presentation of the adopted budget to local officials
6. Receive and expend library funds according to established guidelines, and maintain accurate and up-to-date records showing the status of library finances
7. Recruit, select, hire, supervise, and evaluate library staff in conformity with library policy and state and federal law (and any applicable local civil services regulations and/or union contracts)
8. Prepare library board meeting agendas and necessary reports in cooperation with the library board president and notify board members of scheduled meetings
9. Prepare state annual report for review and approval by the library board
10. Inform and advise the library board as to local, regional, state, national developments in the library field, and work to maintain communication with other area libraries and the library system

### **Collection Management:**

1. Select or direct the selection of materials for all media and all age groups, based on the library's approved collection development policy
2. Catalog, classify and process library materials according to accepted standards and maintain the public catalog
3. Develop and maintain a regular weeding schedule
4. Periodically review the collection development policy and make recommendations to the library board for revisions
5. Oversee the shelving and organization of materials
6. Prepare and distribute notices to users with damaged or lost materials
7. Maintain an accurate and up-to-date database of user registrations and activities.

### **Service and Service Promotion:**

1. Develop and execute an array of service programs to address the various needs of users and to make the library more accessible to all.
2. Provide friendly and efficient direct assistance to users checking out materials, requesting information, or seeking materials or information on specific topics

3. Prepare news releases and submissions to the media to announce new or special services and events that spotlight the library
4. Assist and guide local volunteer groups (e.g., Library Friends) who wish to help with library promotion, fundraising, and service enhancements
5. Prepare grant applications, when grant opportunities are offered, in order to supplement local funding of library operations and development
6. Maintain records showing programs offered and number of attendees at each program
7. Continually investigate the value, costs, and logistics of adding new library services, media, and technologies in order to keep the library current and proactive in its service to the public
8. Conduct ongoing evaluations of existing library programs, services, policies, and procedures, and submit recommendations for improvements to the library board

**Facilities Management:**

1. Working with the Public Works Director, oversee care and maintenance of the library building and grounds
2. Regularly review building needs and advise the board in its planning for future expansion or development

**II. Essential Functions and Knowledge**

1. Excellent interpersonal skills
2. Ability to effectively communicate ideas and information in both verbal and written form
3. Ability to work with governing boards, community groups and elected officials, and make presentations to them
4. Ability to supervise staff and volunteers and delegate responsibility in an effective manner
5. Ability to establish and maintain proper priorities and meet deadlines
6. Ability to read and comprehend print information, including technical, statistical, and financial information; ability to understand and implement instructions and directions
7. Ability to assist patrons with location and retrieval of materials or information by title, subject, and interest of library patrons
8. Ability to work within a confidential environment
9. Ability to produce and maintain accurate files and reports
10. Ability to use and manage office equipment including telephone, fax machine, copier, security systems, and proficiency with various computer software
11. Ability to lift up to 40 pounds on a frequent basis (e.g., to retrieve books from book drop box, unload crates of interlibrary loan materials, accept delivery shipments of new library materials and supplies, pack and store materials for book sales, etc)
12. Ability to work variable work hours; frequent evening and weekend hours

**III. Required Education, Experience and Certification**

1. Hold or be eligible for a minimum of Grade III certification. The educational requirement for Grade III certification are the successful completion of 54 semester hours from an accredited college or university, half of which must be in the liberal arts and sciences.
2. Maintenance of required certification through necessary coursework and/or qualifying continuing education
3. Public Library experience and community involvement preferred