



North Shelby Library

Job Description – Director of Library Services

General Statement of Duties:

Directs, plans, and organizes all library operations (excluding Library District business) and services, including staffing, budgets, facilities, security, and public relations; performs directly related work as required.

Distinguishing Features of the position Director of Library Services:

The principle function of this position is to direct, plan, and organize all library operations and services, including staffing, budgets, facilities, security, and public relations. The work is performed under the supervision and direction of the Library Board of Trustees, however, the Director is expected to use independent judgment and initiative in executing job responsibilities. The nature of the work performed requires that an employee in this position establish and maintain effective work relationships with the Board of Trustees, Business Manager, community organizations, area schools, local businesses, and the general public. The principle duties of this position are performed in a general library environment.

Examples of Essential Work:

- Direct, plan, and organize the functions and activities involved in the daily operations of the Library, including staffing, budgets, facilities, security and public relations;
- Provide on-call 24-hour backup support for all emergencies;
- Develop annual planning and long-term goals and objectives;
- Develop an annual budget and presents and defends it before the Library Board of Trustees;
- Prepare library goals and objectives, personnel policies, and library policies and procedures;

- Develop annual output measures and prepares goals for changes in service, resources, and programs based on statistical data;
- Monitor and directs all library operations spending;
- Research and coordinate writing grant proposals;
- Analyze personnel requirements and evaluates performance of department supervisors;
- Plan for and implement employee training and staff development processes;
- Establish and monitor all personnel and operational policies and procedures;
- Direct recruitment, selection, performance appraisal, promotion, and termination processes to ensure consistency;
- Develop and trains management staff;
- Direct all aspects of building and grounds operations, including parking area, and landscaping. Works directly with Board of Trustee Buildings and Grounds Committee concerning improvements, alterations, and significant repairs.
- Plan and conduct management staff meetings to gather data, inform, instruct, and address current and upcoming community, patron and employee issues;
- Monitor employee morale and takes appropriate action to resolve any conflicts in a timely fashion;
- Direct all library activities, monitoring before, during, and after evaluations, and addresses recommended changes to improve working conditions and service;
- Plan for, direct, and take appropriate action on risk management, workplace violence, and security policies and procedures to ensure a safe working environment;
- Monitor library operations expenditures, make adjustments as needed to remain within budgetary guidelines;
- Approve library operations purchase requisitions and check requests;
- Present monthly reports to the Board of Trustees;
- Promote positive relations between the Library and patron, local businesses, local schools and agencies, and other organizations and citizens;
- Perform public speaking in the community as required;
- Monitor all publicity on all major programming events;
- Participate in continuing education opportunities;
- Provide needed information and demonstrations concerning how to perform certain work tasks to subordinates;
- Keep Board of Trustees and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new and improved ways of addressing such problems;
- Attend regional library meetings and advocate North Shelby Library concerns and interests at the county level;

- Attend meetings, conferences, workshops, and training sessions and review publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Respond to citizen' questions and comments in a courteous and timely manner;
- Communicate and coordinate regularly with appropriate other staff members to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Maintain meeting room schedule for library and community events;
- Reserve conference and meeting room space for rental throughout the year;
- Supervise the operation of branch libraries and maintain standards throughout the library system;
- Monitor and approve submitted book orders from department supervisors;
- Meet with vendors, sales representatives regarding library materials and/or supplies;
- Request and review financial quotes for significant expenditures for furniture, upgrades, and supplies necessary to the library;
- Prepare Bi-weekly payroll to be submitted to payroll provider
- Maintain personnel files and keep track of vacation/sick/personal leave;
- Perform other directly related duties consistent with the role and function of the position.

Required Knowledge, Skills, and Abilities:

- Comprehensive knowledge of the general mission of the North Shelby Library and its functions, rules, policies, and procedures;
- Comprehensive knowledge of professional library and informational services and practices;
- Comprehensive knowledge of library materials and resources;
- Substantial knowledge of principles, practices, and techniques of managerial planning, directing, and supervision;
- Substantial knowledge of operational finances;
- Substantial knowledge of human resources management, including recruiting, selection, training, performance evaluation, compensation, and record keeping;
- Substantial knowledge of risk management issues;
- Substantial knowledge of writing grant proposals;
- Substantial knowledge of county and state political issues and diplomatic relations;

- Ability to efficiently operate library equipment employed in all phases or functions of assigned duties, including computers, the Ellison press, print management software, library OPAC, library automation software, and self-check units;
- Ability to perform public speaking engagements in a professional and interesting manner;
- Ability to develop library goals and determine the most effective means to ensure implementation of action plans within determined operational periods;
- Ability to organize and prioritize work, establish and maintain appropriate organizational structure, and delegate authority to accomplish goals and objectives;
- Ability to direct, motivate, and lead a diverse group of subordinates;
- Ability to participate effectively in community and civic programs through service on various boards and committees;
- Ability to travel as required;
- Ability to plan, design, direct, and deliver programs to meet clientele needs;
- Ability to maneuver and manipulate objects among high and low shelves
- Ability to effectively solve problems using diplomatic resolution strategies;
- Ability to evaluate new circumstances and apply prior experience and knowledge with good judgment;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations in a logical manner;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training:

- Bachelor's or Master's Degree; and
- Extensive experience in library management and operations; and
- Considerable upper level supervision/management experience; or
- Any equivalent combination of experience and training which provides the knowledge, skills, and abilities necessary to perform the work.

Essential Physical Abilities:

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to permit the employee to communicate effectively in public and private;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to permit the employee to read and scan a wide variety of materials in electronic or hardcopy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to permit the employee to operate a personal computer, telephone, Ellison press, and other library equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to permit the employee to maneuver and manipulate objects among high and low shelves and function within a library environment.

Approved by: _____ **Date:** _____