



Grand County

Job Description

Title:	Library Director	Job Code:	2100
Division:	Administration	Effective Date:	09/2017
Department:	Library Services	Last Revised:	

GENERAL PURPOSE

Performs **professional administrative and managerial duties** related to planning, organizing, directing, controlling and promoting the operations and activities of the county library system and oversees all library services and resources.

SUPERVISION RECEIVED

Works under the Library Board policy guidance and direction of the Council Administrator.

SUPERVISION EXERCISED

Provides close to general supervision to full-time and part-time staff, including Adult Services Manager, Children/Teen Services Manager, Facilities Maintenance Technician, Library Assistant(s), Library Clerk(s), High School Apprentice(s), and volunteers.

ESSENTIAL FUNCTIONS

Planning & Policy Making: Serves as member of county executive staff; in accordance with Utah State Library's requirements and in conjunction with the Board of Directors, develops a multi-year strategic plan for Grand County Public Library to address growth and maintenance of library services and operations, collection development, technology, personnel, and other pertinent programs and policies for presentation to the Board of Directors for approval, and revises the plan according to schedule.

Plans, organizes and manages the services of the county library system; acts as liaison between community support groups and the Library Board; supervises and develops procedures, policies and public information and reference service methods.

Establishes goals and makes plans to develop the library services to effectively meet present and future community needs; advises, consults and confers with the Library Board, other libraries, professionals, officials (at State and local levels), citizens and community groups; plans and attends board meetings.

Administrative Functions: Maintains statistics on use, revenues, volunteer hours, and similar as requested by the Board and as required by Utah State Library and other reporting agencies.

Prepares agenda and other materials for monthly board meeting, including Director's report and budget report. Informs Board of Directors about library issues of note, including patron relations, grants, community outreach, statistical trends, staffing updates, and partnerships.

Personnel/Staffing Management: In coordination with the County Council Administrator and the HR Director, hires, supervises, evaluates, and discharges library staff as necessary and in accordance with the personnel policies of Grand County, Utah; establishes performance requirements and personal development and training targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation rewards and initiates disciplinary action, up to and including, termination to address performance deficiencies, in accordance with County human resource policies.

Performs day to day scheduling of all library personnel; trains Library personnel or delegates such training to appropriate staff; manages positive team-building for all library personnel; in coordination with the County Council Administrator and the HR Director establishes a job description for each position in the library.

Financial Operations: In conjunction with the Board of Directors, prepares and presents annual operating budget following the County's budget cycle timeline; purchases departmental supplies, equipment, special collections, and maintenance supplies; monitors and approves expenditures as directed by the County Council; maintains departmental expenditures within budgetary limitations; writes grant proposals, manages and monitors grant funds; administers gifts and federal monies; accounts for all library revenues according to established procedures; prepares and submits various monthly reports showing activities, statistical and financial data; monitors financial activity to ensure compliance with established fiscal guidelines and budget limitations.

Prepares invoices for review at Board of Directors meeting each month and presents invoices to Grand County Clerk/Auditor's office for payment and record-keeping.

Public Relations & Liaison: Manages internal and external communications including use of brochures, signs, newsletters, fliers, newspaper articles, social media; identifies and pursues public relations opportunities to promote goodwill and educate the community regarding library services; develops and recommend changes and improvements in service and community outreach.

Library Services: Oversees the daily operations of the library including circulation, programs, patron services, and technical services; manages daily operational issues as they arise; coordinates with State Library for resources and training; plans, organizes, controls, integrates and evaluates the services provided by the county library system; develops, implements and monitors work plans to achieve library board goals and performance measures consistent with citizen expectations; manages and directs the development, implementation and evaluation of library programs.

Confers with technology-related staff, contractors and state personnel to ensure communication equipment and programs effectively support the library's mission and operations; maintains an extensive knowledge of technology as it pertains to libraries, staying current regarding changes and new applications.

Oversees development of library collection; orders, reviews and gives final approval to all books and other materials selected for purchase; assists with book cataloging, processing and shelving; responds to reference questions; assists patrons and staff in all areas of the Library; manages and disseminates library donations; supervises staff in the management of the library collection in terms of growth, maintenance, weeding, replacing, repairing, and discarding. Oversees weeding and replacement of library materials giving consideration to appropriate formats in conjunction with library personnel and in accordance with use statistics and needs of each department; oversees and evaluates the selection and maintenance of library materials and ensures that materials meet the needs of the community.

Oversees the preparation of annual reports to the State per Utah Code Annotated Sections 9-7-401 through 9-7-410; compiles statistics and organizes materials for final board presentations; compiles daily, monthly and yearly statistics including but not limited to programs, patron visits, circulation, acquisition, and inter-library loan.

Professional Development: Participates in various regularly scheduled meetings of the board; provides detailed reports of library operations and developments; provides professional expertise and guidance to the Board, including information regarding upcoming legislation, trends in library services, funding opportunities and management practices; serves as a member of the board and various board committees; attends workshops and conferences; maintains membership in professional associations.

Attends various conferences and workshops related to latest trends in library services, operations, practices and procedures.

Prepares various statistical reports tracking library operations and staff training as needed to demonstrate qualification for State of Utah Library certification and participate in state programs and resources; reports progress in the achievement of short-term and long-term library objectives furthering Library certification status.

Customer Service: Provides quality customer service by providing timely and accurate information to the public; portrays a positive public image and works with the public and other employees in a courteous and professional manner.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from college with a Master of Library Science from an American Library Association (ALA) accredited school;
- AND
- B. Five (5) years of library experience, two (2) years of which must have been in administration or supervision;
- OR
- C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Thorough knowledge of theories, principles and objectives of library service; management concepts and methods related to team building, empowerment and participative leadership; information services and collection development; current trends and developments in library services; human resource management and principles of supervision; training and staff utilization principles; legal and political issues affecting library operations and management; budget development and fiscal responsibility requirements; resource development related to grants, donations, trusts, etc.; principles of negotiation and problem solving. **Considerable knowledge of** computer technologies affecting the future of library operations and services, i.e. library automation software, patron accessible databases, etc.

Skill in the art of diplomacy, communications and creative problem solving.

Ability to direct the work of others; establishes and maintains effective working relationships with employees, other agencies and the public; communicates effectively, verbally and in writing; implements cooperative problem-solving processes; anticipates changing needs for services and facilities; operates personal computer and various software applications for word processing, collection management, library automation systems and spread sheet information; accesses e-mail and effectively functions in a computerized communications environment.

3. Special Qualifications:

- Must be a certified Librarian (administration, collection, cataloging, referencing) and complete State Library Director Orientation.
- Must possess a valid Utah Driver's License.
- Must complete a twelve (12) month probationary period.
- Must successfully complete a pre-employment drug screening and background check.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting and reaching. Talking, hearing and seeing essential to the performance of essential functions. Common eye, hand, finger, leg and foot dexterity also utilized in performance of daily tasks. Occasional exposure to changing environmental conditions due to local automobile travel. Mental application utilizes memory for details, emotional stability, discriminating thinking and creative problem solving.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date _____
(Employee)