

DEL NORTE COUNTY LIBRARY DISTRICT

Library Director Position

Full-time, 40 hours per week, \$20 starting

Announced July 25, 2021

Required Qualifications:

- Bachelor's Degree from a recognized college or university plus five (5) years of staff management experience OR a Master's Degree in Library Science from a recognized college or university
- Five (5) years of experience in working with the public/customer service
- Evidence of written, oral and interpersonal communication skills

Desired Knowledge, Skills, and Abilities:

- Knowledge of library techniques, methods, and procedures as they apply to public library administration
- Ability to hire, train, and supervise employees; coordinate and delegate workloads and work schedules; evaluate work performance; and maintain high library service standards
- Knowledge of Del Norte's unique rural community
- Ability to organize and direct the growth and development of the Library
- Ability to establish and maintain positive working relationships with the public and other agencies
- Ability to resolve conflict; ability to lead and motivate staff
- Knowledge of various computer programs, including word processing software, design software, spreadsheets, social media applications, and website design/updating
- Ability to carry 25 pounds, bend, lift, and twist
- Knowledge of confidentiality and the ability to protect the privacy of patrons, volunteers, and staff
- Ability to communicate ideas and information effectively both in written and oral form
- Creative decision-making and initiative to make independent decisions based upon experience, knowledge, or training
- Ability to manage time and prioritize projects as needed
- Ability to effectively communicate with Trustees and answer to an elected board.

Responsibilities:

- Supervise day-to-day activity and operations of all branches of the Del Norte County Library District
- Recruit, train, schedule, supervise, support, and discharge paid staff and oversee the management of volunteer staff
- Assist in developing the annual Library budget for review by the Board of Trustees and oversee expenditures relating to the budget
- Expend Library funds within established policies

- Develop and submit the Library's policies and long-range goals and objectives to the Library Board for review, approval, and update
- Prepare board meeting agendas with appropriate supporting documents with the cooperation of Board members and Board Chair
- Serve as clerk to the Board
- Collaborate with other agencies in support of the work of the Library branches and interagency program efforts
- Work with the general public in the resolution of concerns and suggestions regarding the operation of Library branches
- Represent the Library at the system level and as a member of professional Library organizations. Act as spokesperson for the Library in the community
- Oversee the management of the Library's collection as per the Library's Collection Development Policy
- Direct the development, repair, and maintenance of the Library buildings and oversee building and grounds maintenance, repairs, and improvements
- Maintain library statistics
- Manage the process of monies received at the Library branches
- Manage grant applications and the administration of grant funding
- Direct public relations and oversee advertising for the Library
- Respond to urgent matters arising outside of working hours as needed