**Responsibility of Position**

The Library Director is the chief executive of the Red Creek Free Library, responsible for daily operations, implementing programs and services of the library, developing procedures, enacting Board-approved policies, and providing the guiding direction and vision for the library’s future. Ours is a rural community library that houses approximately 10,000 items, offers a quiet place to curl up with a book, and provides a variety of programs for the community. The Library Director needs to be a multi-faceted individual with a sense of community service. The library currently operates on a six-day, 32-hour weekly schedule including evenings.

1. **Work Duties**
   1. Day-to-day operations:
      1. Plans and supervises the work of the library, relating goals and objectives to community needs.
      2. Maintains a library materials collection: selecting, purchasing, cataloging and withdrawing.
      3. Creates displays and exhibits.
      4. Supervises building and grounds maintenance, repairs and improvements.
      5. Provides reader’s advisory, reference and other Patron assistance services. Registers patrons, records data and issues library cards.
      6. Catalogs and processes materials for circulation.
      7. Enters acquisition information into database or maintains card catalog.
      8. Prepares, repairs and reconditions library materials.
      9. Weeds, shelves, and supervises inventories.
      10. Maintains, updates and acquires appropriate technology and equipment.
      11. Carries out circulation desk policies and performs desk procedures.
      12. Sorts mail.
      13. Maintains library statistics.
      14. Perform other duties as required by the Library Board.
   2. Programming
      1. Plans, supervises and conducts library services and programs; in collaboration with other community organizations if appropriate
      2. Participates in fundraising in conjunction with the Library Board.
   3. Administrative duties
      1. Prepares Library Board agenda with the cooperation of the Library Board President. Submits monthly reports to the Board.
      2. Develops the annual Library budget proposal for review by the Library. Expends funds within established procedure.
      3. Reviews and approves all invoices and forward to the Treasurer.
      4. Reviews and approves all time sheets and forward to the Treasurer.
      5. Develops and submits the library’s policies and long-range goals and objectives to the Library Board for review, approval and update. Implements policies and long-range goals and objectives as established by the Board.
      6. Works with municipal and state government officials to meet the needs of the library and works with special groups in an advisory capacity.
      7. Writes grant applications to improve library services.
      8. Represents the library at the system level and as a member of professional library organizations. Acts as spokesperson for the library in the community.
      9. Attends Pioneer Library System Meetings for all Library Directors.
      10. Plans and administers the library’s public relations plan, including development of promotional materials and projects.
   4. Staffing
      1. Recruits, selects, trains, supervises, evaluates and terminates Library staff and/or volunteers. (Note that Board approval is necessary for personnel actions, meaning that the Director will select, and the Board will appoint.)
      2. Schedules Library employees and/or volunteers and assigns routine duties as well as special programs.
      3. Plans and conducts regular staff and/or volunteer meetings.
2. **Knowledge and abilities**
   1. Knowledge of library techniques, methods and procedures as they apply to small public library administration.
   2. Ability to hire, train, supervise, discipline, and if necessary, terminate employees, coordinate and delegate workloads and work schedules, evaluate work performance and maintain high standards of library service.
   3. Ability to maintain confidentiality as required by good sense, standards, or law.
   4. Knowledge of the community in which the library is located and how to serve the public of all ages. Understanding of the unique nature of rural and/or small communities and their libraries
   5. Ability to organize, plan and direct the growth and development of the library.
   6. Ability to establish a positive working relationship with the library trustees, staff and volunteers, the library system and member libraries, local service organizations, city, county, and state officials and the general public.
   7. Ability to gain a working understanding of current and developing technologies as they relate to public library operations and services.
   8. Ability to use computers, electronic devices and manage digital content and software.
   9. Demonstrate high integrity in all matters.
3. **Physical demands and Position**
   1. Sitting, standing, walking, climbing, and stooping
   2. Bending/twisting and reaching
   3. Talking and hearing; use of the telephone
   4. Far vision at 20 feet or further; near vision at 20 inches or less
   5. Lifting and carrying 40 lbs or less
   6. Handling: processing, picking up and shelving books
   7. Fingering: typing, writing, filing, sorting, shelving and processing
   8. Pushing and pulling: objects weighing 60 - 80 pounds on wheels
   9. Mobility: travel to meetings outside the library
4. **Mental requirements**
   1. Communication skills: effectively communicate ideas and information both in written and oral form
   2. Reading ability: effectively read and understand information contained in memoranda, reports and bulletins
   3. Mathematical ability: calculate basic arithmetic problems; addition, subtraction, multiplication, division without the aid of the calculator
   4. Analytical skills: identify problems and opportunities, review possible alternative courses of action before selecting one, utilize information and resources available when making decisions
   5. Problem solving skills: develop feasible, realistic solutions; refer problems supervisor when necessary
   6. Planning and organization skills: develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals
   7. Creative decision-making: evaluate or make independent decisions based upon experience, knowledge or training without supervision
   8. Time management: set priorities in order to meet assignment deadlines, self-motivated and ability to multi-task
5. **Environmental working conditions**
   1. Inside work environment
   2. Flexible work hours; frequent evening and weekend hours
   3. Travel to various meeting locations, conferences and continuing education sites as needed
6. **Equipment used**
   1. computer/tablet
   2. calculator
   3. copy/print/fax/scan machine
   4. telephone
   5. book processing equipment
   6. cameras
   7. Building Systems such as security and heating/air conditioning
7. **Education and experience**
   1. Two years of study at an accredited college or university, preferred Associate’s degree in Library Science or equivalent experience.
   2. Work experience meeting the needs of the general public is highly valued.
   3. History in supervisory roles is also required.