

Library Director Job Description

Statement of Duties:

Under the general supervision of the Library Board, the Library Director has full supervisory responsibility for the library's function and operation.

Features of Work:

The Library Director shall:

- Act as technical advisor to the Board, recommending needed policies for board action, be responsible for the administration of the library under the general policies approved by the Library Board, shall be directly responsible to the Board and, through the Board, to the community, while honoring the principles of the Library Bill of Rights;
- Conduct day to day financial matters; Prepares the library budget and maintains records of all library income and expenditures, utilizing Quickbooks accounting software. This includes processing invoices, preparing payments in the form of checks, processing employee payroll, paying employer taxes, and preparing State and Federal tax reports for review by the Board Treasurer.
- Fulfill duties as Secretary to the Board;
- Be able to perform the duties expected of any staff member, to share those duties as needed, and be included as a working member of the library's work schedule, which hours may include evenings and Saturdays;
- Be responsible for the selection, training and management of library staff and volunteers; planning, assigning, and directing work; appraising staff performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Maintain and supervise the library collection through selection and purchase of materials, cataloging, mending and weeding;
- Supervises the ordering of all library materials, supplies, and equipment.
- Maintain and supervise reference and informational services, including interlibrary loan services and other informational services;
- Attend all meetings of the Board, except executive sessions as required, and shall have the right to speak on all subjects under discussion, but shall not have the right to vote;
- Report on the condition and progress of the library; Prepare the annual budget for presentation to the Board;
- Prepare reports and statistics as required by the Oregon State Library and others.
- Maintain an active community public relations program; Supervise the preparation and distribution of library publicity and informational materials, including the library website and calendar of events.
- Investigate and pursue available grants for the improvement of the library and its services.
- As a member of the Coastline system, participate and cooperate actively with the affiliated libraries;
- Participate cooperatively with the various library organizations that promote and assist Coos County libraries and their services, such as the Southern Oregon Library Federation, the Oregon State Library, the Oregon Library Association, and any other appropriate organizations.
- Cooperate actively with educational organizations in the community, county, and state.
- Oversee all IT services including those provided by a contractor.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to handle objects, tools, or controls; walk, sit, talk, and hear. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move objects or materials up to 10 pounds, and occasionally lift and/or move objects up to 50 pounds. Specific vision requirements to perform this job include both distance and close vision, color vision, peripheral vision, and depth perception.

The noise level in the work environment is usually moderate.

Required Skills. Knowledge and Abilities

Knowledge and experience in all phases of public library management, including budgeting, personnel management and technical services is preferred.

Must be able to do public speaking.

Must be willing to work cooperatively with the Coos Library Board, the Coastline system and its members, and other affiliated groups.

Must be willing to work cooperatively with the local community and its organizations.

Knowledge of computers and other forms of technology and other standard library equipment, is required.

Ability to read, analyze, and interpret reports, journal articles, manuals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from patrons, regulatory agencies, Library administration, members of the business community, etc.

Ability to write articles for publication that conform to prescribed styles and format. Ability to effectively present information to public groups and the board of directors.

Ability to problem-solve and navigate through various situations with minimal direction.

Ability to interpret information and instructions furnished in written, oral, diagram, or schedule form.

Experience and Training:

At least three years of Library experience and training, to include supervisory and managerial experience is preferred.

A high school degree, or the equivalent, is required.

Other Requirements:

Shall regularly attend meetings of the Coos Library Board, the Coos Library Directors, the Coastline Directors, and other committees as needed.

Is expected to attend at least one library related workshop or library conference per year.