

CITY OF BRUNDIDGE
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Willie Wright, City Manager

TUPPER LIGHTFOOT MEMORIAL LIBRARY DIRECTOR JOB DESCRIPTION

Title: Library Director
Department: Library
Reports to: City Manager

Job Summary

The Director is responsible for overseeing all aspects of the Tupper Lightfoot Library with emphasis on providing quality service to patrons.

The Tupper Lightfoot Director will have to demonstrate outstanding interpersonal skills, as a great part of the job will involve interacting with the local community including parents, students, and young children. The ideal candidate should also possess in depth knowledge of library database systems, as well as excellent communication and organizational skills.

General Duties & Responsibilities

Oversee the daily operations of the library.

- Work with the Library Board and Friends of the Library to provide needed services for the community.
- Assist patrons in answering questions and using public computers.
- Assist patrons in the selection and location of library materials.
- Check books in and out.
- Register patrons for library cards.
- Interpret and enforce policies and procedures of the library.
- Answer telephone calls and emails to provide information as appropriate.
- Maintain a neat and organized desk and work area.
- Meet deadlines and complete all paperwork/documents for grant applications.
- Provide library services to local schools and organizations as needed.
- Maintaining library records and ensuring they are up to date.
- Performing regular audits of the information and inventory on file.
- Ensure the library is kept clean.
- Perform other duties as required.
- Prepares and resent library budget needs to the Library Board.
- Monitors and approves expenditures from the official operating budget.

- Assists library board in developing and administering policies concerning library operations, budgets and programs.
- Participates in the planning, organization, and management of technical and automation services for the library.
- Directs a public relations program to promote and publicize the library's, collections, services, and programs in keeping with the library's mission statement and operating policies; studies and plans development of library services to meet present and future community needs.
- Directs a public relations program to promote and publicize the library's collections, services, and programs within the community.
- Maintain knowledge of developments in the library profession, including technological advances, through professional development opportunities, including but not limited to participation in activities of professional organizations and networks.
- Administers personnel policies and procedures for library employees, including training, development, scheduling, and evaluation, either directly or through appropriate delegation.
- Supervises the library staff, directly or through appropriate delegation, to create a harmonious team environment.

Qualifications Education and Experience

Bachelor's Degree in Library Science is preferred.

High School diploma or equivalent qualification

Minimum of 3 years of Library experienced is required along with great customer service skills.

- Strong computer skills.
- Excellent IT skills and knowledge of library databases.
- Outstanding organizational and interpersonal communication skills.
- Stand for periods of 1 hour or more and reach library materials at high and low levels (overhead and floor).
- Bend, stoop, twist, turn, and move materials from place to place in the library.
- Push carts and bins loaded with library materials at high and low levels (overhead and floor).
- Lift up to 25 lbs. on a regular basis, and occasionally up to 50 lbs., in the handling of library materials
- Basic knowledge of library terminology, programs, and services.
- Use and explain library facilities and equipment.
- Communicate effectively with both adults and children.
- Exercise initiative, tact, and independent judgement.
- Resolve problems in an effective manner.
- Take supervision.
- Establish and maintain effective working relationships with other employees and the public.