Library Director Position Description

Supervision and Direction
The Library Director will receive general supervision and direction from the Library Board, as well as guidance from the Fort Loudoun Regional Library. The Library Director shall comply with all established policies and operational procedures associated with the proper conduct of a public library.

Position Summary
The Library Director is responsible for the operation and administration of the libraries including supervising staff and volunteers; selecting, acquiring, cataloging, circulating, and weeding library materials; assisting patrons with locating materials and using various library equipment; promoting the library through various civic activities; maintaining and organizing an appropriate stock inventory of reading, listening and viewing materials; and maintaining an adequate stock inventory of supply items necessary for operating a public library.

Position Requirements

Education: A minimum high school diploma or equivalent is required, although a college degree in library science or related field is preferred.

Certification: A Director without a Master’s Degree in library or information science will be required to obtain certification through the Tennessee Public Library Management Certification process.

Knowledge and skills requirements: Demonstrated ability to communicate effectively, verbally and in writing. Thorough knowledge of the theories, principles, and objectives of library service. Thorough knowledge of library organization and experience with effective participative management techniques. Knowledge of supervision, training, and staff utilization principles. Ability to plan, organize and direct a county library system. Thorough knowledge of library reference sources, print and online. Considerable knowledge of children’s, young adult, and adult literature. Knowledge of cataloging and classification. Working knowledge of budgetary and accounting processes. Ability to establish and maintain effective and harmonious working relationships with employees, government officials, other agencies, and the general public. Considerable knowledge of and experience with library automation, personal computers and associated software. Knowledge of and experience with automated office equipment. The ability to deal effectively, equally and courteously with the public consisting of all ages and personalities is required.

Experience: Previous library experience in an automated environment is preferred. At least one year of supervisory experience is preferred.

Physical: The work environment consists primarily of indoor activities. Normal/corrected eyesight and hearing within normal range is required. Must be able to lift and carry books and/or cartons of books weighing up to 40 pounds on an occasional basis and must be able to lift and carry books up to 10 pounds on a regular basis. Stooping, bending and walking are required to restock shelves and to assist patrons with finding their requested library materials. Climbing is required on a regular basis through the use of movable step stools to reach books placed on higher shelves. The Library Director must have a valid motor vehicle operator’s license and be able to drive to the system libraries, meetings, training, and other library-related events.

Dress: Appropriate professional dress, as for a business office, is required at all times while working in or representing the library.

No Conflict of interest: The Library Director, or any library staff member, should not be a relative of a trustee on the library’s board of trustees or of any (funding) city/county official.

Basic Duties of the Library Director

Library Board:
1. Carries out the policies of the library as adopted by the Board; recommends needed policies for Board action; recommends short-range and long-range goals and objectives for the library.
2. Prepares an annual budget for the library in consultation with the Board.
3. Serves as technical advisor to the Board; prepares regular reports detailing current progress, future needs, and suggested plans for extending service.
4. Attends all Board meetings; keeps Board meeting records on file at the library.
5. Distributes the board meeting notice, agenda, and approved minutes of previous meeting prior to each board meeting.
6. Knows local and state laws and actively supports library legislation and intellectual freedom in the community, state, and nation.
7. Keeps necessary records for reports to Board, regional library and funding bodies.
8. Follows legal, professional, and ethical practices when making decisions and carrying out responsibilities.

**Personnel:**
9. Recommends employment of all personnel to Board and supervises their work.
10. Is responsible for scheduling hours worked, vacation and sick leave for the staff.
11. Cross-trains staff in all staff duties; ensures that staff has access to adequate continuing training/education.
12. Evaluates performance of support staff on an annual basis; maintains personnel folder on all staff members.
13. Prepares and updates all job descriptions as necessary.
14. Recruits and trains library volunteers; maintains a "healthy" volunteer program; maintains volunteer duties/jobs listing.

**Continuing Education:**
15. Attends all in-service workshops and meetings scheduled by the Regional Library.
16. Attends appropriate workshops and meetings provided by the State Library.
17. Affiliates with professional organizations and attends appropriate professional meetings and workshops.
18. Keeps informed about community changes, trends, needs and interests; maintains awareness of public library standards and library trends; reads professional library materials.

**Purchasing/Financial:**
19. Selects and orders books and materials according to collection development policies established by library board and as funds allow.
20. Works with the regional library system to purchase materials from regional allocation as necessary.
22. Purchases necessary library, custodial and office supplies.
23. Keeps a list of books handy to be used for memorials; mails memorial notices when books arrive.
24. Maintains accurate financial and statistical records and submits a variety of monthly and annual reports for the city and county library boards, funding bodies and the Fort Loudoun Regional Library.
25. Accepts, records, and acknowledges memorials, gifts and donations to the library.

**Library Promotion and Programming:**
26. Sets a tone of public service that is apparent to employees, board members, customers and the general public.
27. Acts as public relations representative for the library, engaging in such activities as writing articles for the local newspaper; hosting adult reading programs; planning and conducting summer reading programs and story hours; planning and presenting programs for schools, head starts and civic clubs; and assisting with Friends of the Library activities by organizing book sales and other activities.
28. Announces library functions, events or activities on a bulletin board in the library, on posters, in the local newspaper and on the radio.
29. Prepares documents for grant proposals.

**Patron Assistance/Circulation:**
30. Works the circulation desk when other staff or volunteers are not available.
31. Assists patrons in finding books and materials; assists patrons in operating various library equipment, including public computers and copy machine.
32. Assists patrons in the use of automated library catalog.
33. Assists patrons in checking out library materials through automated library management system.
34. Registers new library patrons in the automated library management system; files library application cards.
35. Introduces new library patrons into use of the library (policies, procedures, location of items in the library, etc.).
36. Answers genealogy letters and inquiries and assists patrons with the genealogy collection.
37. Provides reference assistance and reader’s advisory service to patrons.
38.Completes circulation and financial report daily; prints monthly reports from the automated library management system.

*Library Collection Management:*

39. Shelves and arranges books and other library materials, assuring all items are placed in the proper location complying with the Dewey Decimal Classification System.
40. Catalogs and prepares library materials for circulation/inclusion in the collection [Optional: this service is available through the regional library].
41. Maintains an accurate and current record of materials added to and weeded from the library collection.
42. Ensures a constant schedule of reviewing viability of library materials; materials that are outdated, unused, duplicate, in poor condition, or contain incorrect information are “weeded” from the library collection.

*Equipment and Building Maintenance:*

43. Maintains the library in a neat and attractive manner by overseeing the general custodial service, maintenance and landscaping.
44. Ensures that all library and office equipment is properly operating and maintained, such as computers, microfilm/fiche equipment, copy machines, etc.; contacts proper parties for service and maintenance.
45. Conducts regular housekeeping, safety, and legal audits.
46. Reports needed building repairs to the Library Board, Mayor’s office, County Executive’s office, etc., as appropriate.

This Position Description is not intended to be all-inclusive. The Library Board reserves the right to revise or change position duties as the need arises and reserves the right to change position descriptions, position duties, or working schedules where appropriate and reasonable to accommodate individuals with disabilities. This Position Description does not constitute a written or implied contract of employment.