

Uintah County

Job Description



Title:	Library Director	Code:	108
Division:	Administration	Effective Date:	3/07
Department:	Library	Last Revised:	3/07
FLSA Cat:	Exempt	Pay Grade:	39

GENERAL PURPOSE

Performs professional administrative and managerial duties related to planning, organizing and directing the County library system for the citizens of Uintah County. Ensures the library's mission and goals are implemented through the oversight and performance of a wide range of administrative and technical duties requiring full performance knowledge of the major functions of a public library system. Plans, organizes, directs and coordinates the day-to-day operations of the county library. Performs daily library duties associated with general operations as needed.

SUPERVISION RECEIVED

Works under the broad policy guidance of the County Commission and Library Board.

SUPERVISION EXERCISED

Provides close to general supervision to Library Clerk(s) I and II (full time and part time).

ESSENTIAL FUNCTIONS

Plans, organizes, controls, integrates and evaluates the services provided by the county library; develops, implements and monitors work plans to achieve library board goals and performance measures; directs the development of and monitors performance measure; directs the development of and monitors performance against the annual budget; manages and directs the development, implementation and evaluation of library programs, plans, processes, systems and procedures to achieve goals, objectives and performance measures consistent with the quality and citizen service expectations.

Plans, organizes, directs and evaluates the performance of staff; establishes performance requirements and personal development and training targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation rewards, and takes disciplinary action, up to and including termination to address performance deficiencies, in accordance with County human resource policies.

Administers board policies and works closely with library board and elected leadership in setting and carrying out the vision, mission and objectives of the library system; makes policy recommendations to the board; provides staff support and information to board; provides coordination and policy direction to Library Clerk(s) in defining services to local patrons; monitors success related to goals and mission of overall county system.

Coordinates public relations and publicity; coordinates library tours, summer reading programs and story hour for children, prepares quarterly librarian seminars, directs the preparation of bulletin boards, conducts seminars and presentations, prepares materials.

Prepares department budget for Library Board approval; plans and attends board meetings; purchases departmental supplies, equipment, special collections, and maintenance supplies; monitors and approves expenditures as directed by the Library Board; administers gifts and federal monies; accounts for all library revenues according to established procedures; prepares and submits various monthly reports showing activities, statistical and financial data.

Directs the development and implementation of a long-range technology plan for the library operations. Confers with technology-related staff, contractors and state personnel to ensure communication equipment and programs effectively support the library's mission and operations.

Evaluates library services and makes recommendations for improvements; works with elected officials, school officials and civic organizations to develop programs and resolve problems including security issues.

Oversees development of library collection; orders, reviews and gives final approval to all books and other materials selected for purchase; assists with book cataloging; responds to reference questions; assists patrons and staff in all areas of the Library.

Participates in library conferences, locally and nationally; operates computer; prepares backup files; does day end processing.

Maintains a variety of files and records as required in entering all information pertaining to library records for existing and newly acquired collection items.

Accepts suggestions for book orders, assist in maintaining circulation files and compiling statistics; coordinates inter-library loan request with state library facilities.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with a master's degree in Library Science;

AND

B. Five (5) years of library experience, one (1) year of which must have been in an administrative or supervisory capacity;

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Thorough knowledge of theories, principles and objectives of library service; management concepts and methods related to team building, empowerment and participative leadership; information services and collection development; current trends and developments in library services; human resource management and principles of supervision; training and staff utilization principles; legal and political issues affecting library operations and management; budget development and fiscal responsibility requirements; resource development related to grants, donations, trusts, etc.; principles of negotiation and problem solving. Considerable knowledge of computer technologies affecting the future of library operations and services.

Ability to direct the work of others; establishes and maintains effective working relationships with employees, other agencies and the public; communicates effectively, verbally and in writing; implements cooperative problem-solving processes; anticipates changing needs for services and facilities; operates personal computer and various software applications for word processing, collection management, library automation systems (SirsiDynix) and spread sheet information; accesses e-mail and effectively functions in a computerized communications environment.

3. Special Qualifications:

Must be a certified Librarian (administration, collection development, cataloging, referencing).
Valid Utah Driver's License.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting and reaching. Talking, hearing and seeing essential to the performance of essential functions. Common eye, hand, finger, leg and foot dexterity also utilized in performance of daily tasks. Occasional exposure to changing environmental conditions due to local automobile travel. Mental application utilizes memory for details, emotional stability, discriminating thinking and creative problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)