

**Chetco Community Public Library District
Job Description - Library Director**

The Library Director works under the general direction and supervision of the Chetco Community Public Library District Board of Directors with full executive and administrative authority to manage daily operations of the Library District.

The Chetco Community Public Library District believes that each employee makes a significant contribution to its success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, job scope and qualifications, but not limit the incumbent nor the District to just the work identified. The District is an equal opportunity employer.

Customer and Community Relations

- Maintains a quality library collection to meet the needs of the public
- Assures that staff is responsive to customers – serves them in a pleasant and professional manner
- Promotes the library – works as an advocate for the library
- Partners within the community and other libraries to provide programs/services
- Represents the library at public forums/events
- Provides active marketing of the library and outreach to the community
- Administers a library volunteer program

Board Responsibilities/Relationship

- Prepares agendas and information packets for Board meetings in consultation with the Board President
- Produces and maintains meeting minutes in accordance with Board Policy
- Attends all regular and special meetings of the District Board of Directors and Board committees
- Keeps the Board up-to-date on operational, fiscal, staffing and facilities matters
- Discusses national/statewide trends and makes recommendations to the Board
- Supports and executes Board policy and intent to public and staff
- Offers professional advice to the Board on items requiring Board actions, with appropriate recommendations based on thorough study and analysis
- Maintains confidentiality of Board matters

Fiscal Responsibilities and Oversight

- Demonstrates thorough knowledge of budgeting, public library finance and applicable federal and state law
- In concert with the Board Treasurer, prepares the annual library budget
- Approves and directs, in accordance with law and policies of the District Board, the purchases and expenditures of the District within the limits of the budget
- Prepares reports and statistics as required by Oregon State Library and other agencies
- Maintains records of all library expenditures and delivers records to the auditor in a timely manner
- Serves on the Board's Budget Committee, the Endowment and Friends of the Library Boards and advises on financial or operational matters as needed
- Explores and assists in developing additional revenue sources such as grant writing opportunities or other service partnerships

Staffing Responsibilities

- Determines staffing requirements to provide high-level library programs and services
- Recruits, interviews, hires and assigns the best available personnel in terms of their competencies for a particular position
- Provides guidance, training and direct supervision of staff
- Oversees workload and staffing levels to provide patron services
- Directs the activities of volunteers with the assistance of staff
- Delegates authority to staff appropriate to the positions each holds and efficiently organizes the work of personnel and volunteers
- Utilizes staff cross-training to provide adequate service to the public
- Supervises personnel, including conducting effective performance evaluations at least annually or more frequently as needed – includes coaching and staff development in the process
- Plans and conducts staff meetings to gather data, inform, instruct and address current and upcoming community, patron and employee issues
- Maintains up-to-date Personnel Policies – develops and executes sound personnel procedures and practices
- Hears grievances and administers disciplinary action as needed
- Informs the Board of disciplinary and possible dismissal actions
- Maintains high standards of ethics, honesty and integrity in all professional matters with staff

Library Collections and Services

- Evaluates, selects and purchases all library materials, equipment and services
- Supervises the proper cataloging and processing of library materials
- Supervises the efficient circulation of materials
- Provides reference services for customers
- Supervises an effective library materials weeding and discard process
- Determines usage patterns and effectiveness of library programs/services and responds to patron requests for programs/services
- Evaluates and selects materials for Book Store and Friends of the Library book sales

Facilities Management

- Ensures that the physical facilities, grounds and equipment are properly maintained, updated and safe for use within budgetary limits
- Maintains compliance with and follows safety guidelines for staff, volunteers and the public
- Maintains appropriate signage to help patrons access areas of service
- Provides pertinent information to the Board on need for repairs, new and/or remodeled facilities
- Maintains all work areas in a clean, safe and orderly manner
- Negotiates and contracts with service providers
- Evaluates and develops plans for allocation and utilization of building space to meet the changing needs of the library
- Receives requests/applications, approves, schedules and monitors library meeting rooms that are available to non-profit/non-commercial groups

Library Goals and Strategic Planning

- Envisions and interprets community needs in order to develop new programs and services for all segments of the community
- Is cognizant of usage patterns for all library services and programs
- Keeps informed regarding legislative issues affecting library services/programs/activities
- Plans for the continued development and improvement of the Library and advises the Board accordingly

Professional Responsibilities

- Presents and promotes a professional atmosphere both in and out of the library
- Participates and/or represents the library in local, state and national library associations
- Maintains knowledge of current trends, new professional techniques, statutes, policies and procedures governing public library services

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability demanded by this job. Should an applicant require reasonable accommodation, the Board of Directors will consider that upon request.

Education and experience: A Master's degree in Library Science (MLS) from an ALA accredited college or university.

A minimum of four years experience in professional library management and administrative experience. A comprehensive knowledge of public library philosophy, practices, services and procedures. Knowledge of budgeting, public library finance, and applicable federal and state law.

Language skills: 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, members of the business community, etc. Ability to write articles for publication that conform to prescribed style and format. Ability to effectively present information to the Board of Directors, public groups, staff and volunteers.

Reasoning ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret information and instructions furnished in written, oral, diagram or schedule form.

Technological skills: Excellent computer and technology skills including the physical/mental ability to use computer hardware/software required such as word processing, publishing, spreadsheet, website, databases and library operating system software.

Working Environment and Physical Abilities

The physical abilities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Should an applicant require reasonable accommodation, the Board of Directors will consider that upon request.

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 occasionally works in high places.

The employee must regularly lift and/or move objects or materials up to 10 pounds and occasionally to lift and/or move objects up to 30 pounds.

Working Environment and Physical Abilities continued

Specific vision requirements to perform this job include distance and close vision (which may be corrected), color vision, peripheral vision and depth perception.

The noise level in the work environment is usually moderate – telephones, personal interruptions and background noises.

Weekend and evening work hours may be required

Special Requirements:

- Valid Oregon Drivers' License
- Background check clearance

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