

Position Title **Library Director**

Accountable To Board of Trustees

Supervises Operations Manager, Circulation Manager, Collection Development Librarian, Cataloger, all other district staff as required

Hours & Benefits Salaried – 40 hours per week; PERSI retirement benefits; health insurance; vacation and sick leave. Subject to successful completion of a 12-month probationary period.

Status Exempt

Major Functions Under the direction and review of the Board of Trustees, the Library Director administers the library district according to Board policy; assists the Board in developing policy, and in formulating the annual budget and maintaining appropriate financial records; assumes responsibility for effective library service to the public, effective staff management, and the care of buildings and equipment; directs services, develops library collections and directs reference services; serves as clerk/secretary of the Board; takes an active role on the Valnet Board of Directors.; and maintains professional and community contacts.

Essential Responsibilities

Administers and oversees the operation of the library district:

- Plans, directs and coordinates according to district policy.
- Supervises the development and maintenance of library collections.
- Interprets goals, objectives, and policies and supervises the articulation of procedures in written statements and manuals.
- Prepares, develops and implements plans to meet public informational needs and provides for good customer service within the district.

Administers and oversees personnel:

- Assumes overall responsibility for effective personnel management. Tasks include: hiring, training, scheduling, supervising, and evaluation. Maintains personnel records and promotes the wellbeing of staff.
- Plans for expansion or reduction of staff.
- Plans for staff development in the interest of more effective service.
- Directly supervises and evaluates performance of Operations Manager, Circulation Manager, Collection Development Librarian and Cataloger.

Works with the Board of Trustees:

- Assists the Board in the formulation of library goals and objectives and in the development of library policies and programs to implement these goals.
- Develops long and shortrange plans for the library district.
- Implements the budget as set by the Board; works within the constraints of current budget.
- Recommends allocation of financial, personnel, bibliographic, equipment and space resources and applies efficient purchasing practices.
- Prepares reports as directed or needed.
- Prepares and administers grants and contracts, and seeks appropriate outside funding.
- Informs the board of library activities and advises board on professional and legal developments that may impact the district.
- Serves as secretary/clerk of the Board.
- Implements good communication with library community and community at large.
- Develops and maintains regular channels of communication throughout the library district.

PRAIRIE RIVER LIBRARY DISTRICT

- ❑ Represents the library district to its clientele and to the community-at-large and weighs public input and criticism.
- ❑ Coordinates library programming, plans and services with other member libraries of Valnet, INLG, and the Idaho Library Association. Establishes reciprocal borrowing agreements with other libraries and library-related agencies for the exchange and loaning of books, materials and information.
- ❑ Utilizes media, press, and/or Internet to market the library to the community.

Monitors overall maintenance of the headquarters building and grounds:

- ❑ Assures that the building and grounds are kept in good repair and meet the safety standards established by state and county agencies.

Abilities, Skills and Knowledge

- ❑ Promotes congenial and productive relationships with Board members, staff, and patrons. Is skilled in organizing, managing, and motivating people.
- ❑ Is able to prepare and present technical reports, budgets, etc. in a clear and concise manner. Is able to read and comprehend technical library reports and to explain their content to those with less expertise in the field.
- ❑ Possesses a comprehensive knowledge of professional library principles, methods, techniques, and procedures; is familiar with the laws and regulations governing libraries and library operations; is cognizant of administrative and personnel management methods and techniques; has a working knowledge of library technology and experience using a variety of information databases.
- ❑ Familiarity with computers and computer technology. Has a working knowledge of a broad array of up-to-date computer programs. Has the ability to read technical instructions and explain them to others.
- ❑ Analyzes trends in publishing and develops library collections reflecting the constantly changing tastes of library users. Is attuned to the communities the library district serves and is willing to explore a variety of methods for providing services and programs. Works effectively with representatives of the public, other library professionals and public officials from all levels of government.

Experience and Training

- ❑ M.L.S. is preferred, but equivalent education and experience will be considered.
- ❑ Previous experience in broad areas of professional library work, with specific experience in responsible supervisory capacities.
- ❑ Public library experience preferred.

Working Conditions

- ❑ Physical activities of this position include sitting and standing for extended periods, reaching overhead, bending at the waist, moderate lifting up to 35 pounds.

Adopted by the Prairie-River Library District Board of Trustees September, 2012. Last reviewed and updated August, 2020.
