



Library Director Library

LIB/1-521

JOB SUMMARY

This position is responsible for directing the activities of the library within the framework of established philosophy, objectives and policies adopted by the County.

MAJOR DUTIES

1. Responds to all operational and legal information requests, including statistics, open records, sponsorship, Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; interviews and selects new employees; facilitates staff training and motivation.
2. Coordinates daily work activities; organizes, prioritizes, and assigns work; creates an atmosphere of teamwork and cooperation among staff; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.
3. Coordinates library projects and activities with those of other departments, educational organizations, community organizations, or others as needed.
4. Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; initiates any actions necessary to correct deviations or violations; interprets library rules/policies for staff members and the public.
5. Consults with County Administrator, Board of Commissioners, and others to approve policy, receive direction, or resolve issues.
6. Performs miscellaneous tasks associated with daily library operations, which may include reserving use of meeting rooms, assisting patrons in location books and information, recommending books, checking library materials in/out, or collecting overdue fines.
7. Analyzes and evaluates library services; evaluates changes in the service community and changes in methods for providing information; communicates with library users to identify needs; plans new programs and services; ensures the library adapts to changing conditions in order to provide the highest quality of library services.
8. Directs operations/activities of the library; plans, prepares, and monitors library budget; monitors expenditures and approves supply orders; develops plans, goals, and objectives for the library.
9. Represents and promotes the library in the community; provides education and information to the community; gives speeches and presentations; prepares/distributes educational materials; acts as liaison with community organizations.
10. Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.
11. Responds to questions and complaints about library facilities, materials, staff, or related issues; researches problems, provides information, and initiates problem resolution
12. Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies, and procedures; ensures adherence to established safety procedures; initiates actions to correct deficiencies.
13. Directs and participates in the development and administration of the annual operating budget and other assigned budgets; monitors and authorizes expenditures.
14. Evaluates, determines and requests additional funds necessary for staffing, equipment, materials and supplies; develops and schedules equipment purchases and replacement.
15. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of library principles, methods and practices.
2. Knowledge of archival management principles.
3. Knowledge records management principles.
4. Knowledge of current and emerging library technologies.

5. Knowledge of internal and external computer networks and software.
6. Knowledge of computers and modern office equipment.
7. Knowledge of County policies and procedures.
8. Skill in management and supervision.
9. Skill in decision making.
10. Skill in compiling information and preparing reports.
11. Skill in operating such office equipment as a calculator, copier, and facsimile machine.
12. Skill in interpersonal relations.
13. Skill in oral and written communication.

SUPERVISORY CONTROLS

The County Administrator assigns work in terms of department goals and objectives. The work is reviewed through conferences, reports, and observation of library activities.

GUIDELINES

Guidelines include county and department policies and procedures, library procedures, PINES (Public Information Network for Electronic Services) policies and procedures, customer service protocols, and county ordinances. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied library administrative and supervisory duties.
- The purpose of this position is to manage the day-to-day operations of the county library. Successful performance in this position facilitates library services and enhances the image of the county.

CONTACTS

- Contacts are typically with library patrons, other county employees, co-workers, Library Board members, state library representatives, and members of the general public.
- Contacts are typically to give and exchange information, resolve problems, supervise employees, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while standing, walking, bending, stooping, or crouching. The employee occasionally lifts light and heavy objects.
- The work is typically performed in library.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over all library personnel.

SPECIAL CERTIFICATIONS AND LICENSES

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment. Ability to obtain a valid Georgia State Board Certification of Librarians Professional Graduate Certificate within 1 year of employment.

ADA COMPLIANCE

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.
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HIPAA COMPLIANCE

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a Master of Library Science degree from an American Library Association accredited university.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.