

Job Description Director

Salary: Full time – set by the board

Job Summary: Responsible for planning, organizing, directing, and implementing public library services of the library and bookmobile.

Job Duties:

- Prepares agenda for library board meetings and makes reports of library operation to the board.
- Recommends policies and management objectives to the library board.
- Prepares annual budget and operates the library in a sound fiscal policy.
- Responsible for staff appointment and promotions.
- Supervises, trains, and evaluates staff.
- Serves as administrator of library operations.
- Attends professional conferences and workshops to meet certification requirements and enhance job skills.
- Provides and coordinates training for library staff.
- Reads professional literature and shares with staff.
- Develops long range plans.
- Prepares annual reports and other statistical information.
- Maintains financial records.
- Selects library materials for the use and needs of library patrons.
- Maintains library records.
- Oversees maintenance of library and its equipment including computers and integrated system.
- Publicizes library services and programs.
- Plans library services and works closely with all programmers.
- Answers reference questions and performs reader advisory services.
- Performs general library duties.

Job Requirements:

Hours

- Must be able to work days, nights and Saturdays.

Education/Experience

- Professional III or IV Certificate – within 5 years (If LaRue County's population exceeds more than 15,000 a Professional I or II Certificate may be required)
 - Must be able to meet and maintain Kentucky Department for Libraries and Archives (KDLA) Professional Certification requirements. Minimum requirements for certification for LaRue County currently include: **Bachelor's Degree – at the employees on expense**, with at least nine (9) graduate or undergraduate college credit hours in library science and six (6) graduate or undergraduate college credit hours in a job-related field of study; OR master's degree with six (6) graduate or undergraduate college credit hours in library science and three (3) graduate or undergraduate college credit hours in a job-related field of study. Candidates who can meet these requirements within the first five years of employment will also be considered.

- Public Library experience preferred – knowledge of library practices
- Supervisor – staff management experience
- Great Customer Service and computer skills

Skills/Characteristics

- Ability to speak and write effectively
- Ability to understand and follow library policies
- Computer skills
- Ability to operate office & library equipment, and other technology devices.
- Ability to supervise and work with others
- Ability to plan, organize, and coordinate work of library staff
- Ability to catalog and classify material
- Ability to keep accurate financial records.
- Ability to work with the public
- Time & Task Management Skills

Physical Demands

- Walking to assist patrons and staff
- Reaching above the head to secure books
- Bending, kneeling, or crouching to lower shelves
- Sitting, standing, stooping
- Lifting and carrying 10-15 pounds of books and material
- Visual acuity to see books on shelves and vertical file material
- Handling books and materials
- Fingering for cards and computer keys
- Pushing/pulling book cart weighing up to 50 pounds
- Talking
- Hearing
- Travel to professional meetings; occasional overnight stays

Working Environment

- Climate controlled environment
- Exposure to dust and mold
- Exposure to chemicals (cleaning, glue, solvent)
- Exposure to ink on printed page
- Exposure to noise

Work Devices

- Computer
- Telephone
- Copy machine
- Audio Equipment
- Projector
- Scanner
- Fax machine
- Calculator
- Microfilm reader
- Filing Cabinet
- Book carts
- Networked computers

Technology

- Technology is ever changing; all librarians will be required to continue to learn how to operate new devices, databases, etc.

Note: This job description does not necessarily reflect all aspects of the job function.

Note: Assistant Director will follow this job description as needed. Paraprofessional I Certification required.