



DIRECTOR

General Description: Performs administrative and professional library work in directing all activities of the library.

Distinguishing Features of the Classification: A staff member in this position is responsible for planning, organizing, and directing the overall operations of the library. Duties include determining the need for library services throughout the service area and making recommendations to the library board for the establishment of staffing, equipment, and facilities to meet this need. Extensive public contact is required in frequent conferences with municipal and county officials, in speaking to civic and community groups, and in serving the general public. The director determines the financial requirements of the library and supervises the expenditure of funds. The director works independently in carrying out assignments under the general review of the library's Board of Directors.

Duties and Responsibilities:

- Plan, organizes, and directs the overall activities of the library. Interviews and selects library employees.
- Supervises the work of library employees engaged in professional, paraprofessional, and clerical library work. Supervises the maintenance of library buildings, grounds, vehicles, and related property. Plans alterations to existing buildings.
- Supervises and participates in the public service areas of the library
- Acts as executive officer to the library Board by attending all meetings and submitting reports of all library activities. Advises board members on all program or policy recommendations.
- Prepares budgets. Confers with the Assistant Director on all aspects and presents budgets to the full board for approval. Periodically interprets and presents statistical, financial, and other reports to the board, governmental officials, and the general public.
- Pursues fundraising opportunities, including grant opportunities and other alternate funding sources for library operations and projects.
- Plans publicity, develops programs, and participates in community activities.
- Analyzes and evaluates departmental accomplishments and makes recommendations for revised or new procedures.
- Attends workshops, continuing education programs, library conferences, and other professional training opportunities.
- Plans and oversees library strategic planning
- Serves as Human Resource administrator for library staff and follows Department of Labor laws and regulations and interprets library personnel policies.
- Performs other duties as assigned by the library Board.

Required Knowledge, Skills, and Abilities: Thorough knowledge of the principles and practices of modern library management. Thorough knowledge of the principles and practices of library science. Thorough knowledge of library techniques, systems, working tools, and procedures. Ability to plan, organize, and administer a public library system.

Ability to supervise the use of specialized library methods and principles in bibliography, cataloging, classification, circulation, and reference services. Ability to plan and direct the work of staff engaged in carrying out generalized and specialized library functions. Ability to present ideas effectively orally and in writing. Ability to establish and maintain effective working relationships with the library board, governmental officials, library personnel, and the general public.

Desirable Experience and Education: A master's degree in Library Science is required with a minimum of four years of professional library experience. A minimum of 3 years of library administrative experience is preferred.

Other Requisites: From time to time the incumbent may be assigned special duties by the library Board or, on a temporary basis, may be asked to assist other employees occupying a different position. This job description should not be construed as an all-inclusive statement of every task required of this position, but as a fair representation of the great majority of the work. Every effort will be made in advance to inform the incumbent of the temporary additional assignments, which under no circumstances are intended to constitute a change in classification.

ADA REQUIREMENTS:

PHYSICAL REQUIREMENTS: Tasks involve some physical effort, i.e. some standing and walking, or frequent light lifting (5-10 pounds) or other restricted physical activities. Manual dexterity in the use of fingers, limbs or body in the operation of shop and office equipment; may involve extended periods of sitting at a keyboard.

ENVIRONMENTAL REQUIREMENTS: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

SENSORY REQUIREMENTS: Task requires sound perception and discrimination. Task requires visual perception and discrimination. Task requires oral communications ability.

Hours: Full-time

Classification: Exempt

The Johnson City Public Library is an Equal Employment Opportunity and Affirmative Action Employer.