

# LIBRARY DIRECTOR

---

Position Code: 3410

WC Code: 9410

FLSA Status: Exempt

Pay Grade: 362

Location: Library

Approval Date: 2019

## **General Statement of Duties**

Performs professional level managerial work in directing the provision of library services in the community and serves as the primary spokes-person for the library. This position oversees the work of several professional librarians in the Divisional areas of Circulation Services, Adult Services, Youth Services and Technical Services, as well as providing administrative oversight to facility and personnel at the Artist's Guild and Mooresville Historic Museum including facility renovations and repairs.

## **Distinguishing Features of the Class**

An employee in this class plans, organizes and directs the library services designed to meet a variety of community needs and interests. Work includes planning on long and short range basis including facilities and collection expansion, establishing goals and objectives, developing and maintaining the budget, supervising personnel, making professional librarian decisions on collection development and establishing administrative policies and procedures for library operations in accordance with the Town's policies and state requirements. Work involves regular meetings with the Town Manager, the Director of Cultural and Recreational Services, the Friends of the Library, and other appropriate department and divisional managers in business and professional decisions as well as the marketing and promotion of public library services, Artists Guild programs and the Mooresville Museum. Independent judgment, initiative, tact and diplomacy in dealing with the public are required. Work is performed in accordance with professional standards and state requirements. Work is performed independently under the general administrative supervision of the Assistant Town Manager and is evaluated through conferences, program accomplishments and public feedback.

## **Duties and Responsibilities**

In coordination with the other professional librarians in Circulation Services, Adult Services and Youth Services plans for serving the needs of patrons in the Town and surrounding communities; consults with management and staff; and establishes goals and objectivities; establishes standards, policies, and procedures within the library, incorporating State standards as appropriate.

In coordination with the other professional librarians in Circulation Services, Adult Services and Youth Services prepares annual preliminary budget proposals and multi-year capital budgets; confers with

State Library on project budgets and grants; prepares invoices; approves purchases and monitors library accounts for revenues and expenditures; and establishes a process for handling and accounting for fees collected.

In coordination with the other professional librarians in Circulation Services, Adult Services and Youth Services plans, researches, recommends and supervises implementation of expansion and/or improvements in library services, facilities, resources and technology utilization such as Internet, catalog automation and future hardware and software needs; confers with State Library and other libraries to expand services through Interlibrary loan and automation links with the county library.

In coordination with the other professional librarians in Circulation Services, Adult Services and Youth Services develops collection; seeks recommendations from staff; previews materials, selects and purchases books, videos and other library materials; reviews patronage needs and collection usage; and screens donated books and materials.

In coordination with the other professional librarians in Circulation Services, Adult Services and Youth Services manages personnel; establishes effective work processes and assigns staff as appropriate; recruits and recommends hiring to the Town Manager; evaluates performance; coaches, trains and discipline employees following Town policies.

Provides administrative oversight to facility and personnel at the Artist's Guild and Mooresville Historic Museum including facility renovations and repairs

In coordination with the other professional librarians in Circulation Services, Adult Services and Youth Services collects and prepares annual statistical report and others required by the State Library for library aid; reviews and analyzes reports on circulation, requests for informational services, collection purging and development, programs offered, and other activities.

Coordinates maintenance of building and grounds with other Town departments; negotiates service and purchase contracts seeking premium pricing; prepares invoices for authorization of payment.

Performs related duties as requested.

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills and Abilities**

Thorough knowledge of the principles, practices and techniques of modern library operations.

Thorough knowledge of the various types of reference works, literature, technical library publications, and audio-visual materials.

Considerable knowledge of the organization and functions of local governments.

Considerable knowledge of budgeting, planning and administrative policies.

Considerable knowledge of computer software and hardware applications in a library.

Skill in communicating and presenting ideas effectively in oral and written forms.

Ability to supervise and plan the work of subordinate staff.

Ability to establish and maintain effective working relationships with Town and community officials, other departments, employees and patrons.

### **Physical Requirements**

Must be able to physically perform the basic life operational functions of climbing, stooping, kneeling, crouching, standing, walking, reaching, grasping, fingering, lifting, pushing, pulling, talking, hearing and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally; up to 10 pounds of force frequently; and a negligible amount of force constantly to move objects.

Must possess the visual acuity to prepare and analyze data and figures, operate a computer terminal and do extensive reading.

### **Minimum Education and Experience**

Master's of Library Science Degree from a college or university accredited by the American Library Association, seven to ten years of supervisory experience in a public library setting; or an equivalent combination of education and experience.

### **Special Requirement**

Possession of the Public Librarian Certificate as administered by the Department of Cultural Resources, State Library of North Carolina.