

HUMBOLDT COUNTY LIBRARY SYSTEM

Library Director

FLSA Status: Exempt

Last Revised: 1/16/2018

DEFINITION: The Library Director plans, manages, and directs the operations, programs, services, and personnel of the Humboldt County Library System.

DISTINGUISHING CHARACTERISTICS: This is a chief executive level position responsible for overall management and operations of the Humboldt County Library System. The position reports directly to the Library System's Board of Trustees and the County. The position is responsible for ensuring that the Library System's mission, policies, and practices are in alignment, and that its strategic objectives are being met.

ESSENTIAL FUNCTIONS:

1. Managing all areas of Library System operations in a manner that ensures efficient delivery of high-quality services (such areas include: services and program offerings, technology, facilities, budgeting, personnel, and general administration).
2. Assessing Library System needs and developing a budget to meet those needs with available resources.
3. Accounting and bookkeeping for the Library System.
4. Pursuing grants and other available means of funding.
5. Evaluating efficiency and efficacy of Library System services, and developing recommendations for improvement in these areas.
6. Staying abreast of trends, legislation, and regulations which may impact library operations.
7. Presenting information orally and in writing to the Library System Board of Trustees, the County, other organizations, the media, the public, or others.
8. Working closely with the Library System Board of Trustees and, as necessary, the County on developing policies and strategic objectives; implementing and enforcing policies and objectives.
9. Serving as a staff representative to the Library System Board of Trustees and facilitating Board meetings.
10. Hiring, training, supervising, and monitoring performance of Library System personnel, and when necessary, initiating disciplinary action.
11. Operating and ensuring adequate maintenance of library information technology (including cataloging systems and other IT support systems)
12. Promoting public knowledge of and interest in Library System services and programs, and serving as a liaison to the community.
13. Working outside of normal office hours (and working more than 40 hours per week) when necessary.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge, Skills, and Abilities:

Knowledge of:

- Best practices and prevailing trends in library administration;
- Appropriate library service offerings for a rural Nevada community;
- Methods and technology used to deliver modern library services;
- Methods for evaluating the efficacy of library programs, policies, and operations;
- Supervisory principles, practices, and methods;
- Best practices for effective office management, work organization, and budgeting;
- Accounting and bookkeeping principles;
- Laws and regulations governing Nevada public library operations

Skill to:

- Operate technology used in modern library environment;
- Research using traditional and modern methods;
- Develop, analyze, and utilize a variety of reports and records in connection with the administration of a public library;
- Supervise and evaluate the work of all library personnel;
- Collect, interpret, and evaluate data and information relating to library operations;
- Consider benefits and drawbacks of all strategic choices, and exercise good judgment;
- Present ideas clearly and comprehensively, both orally and in writing

Ability to:

- Work and communicate well with others at every level of the organization as well as others outside the organization;
- Work effectively under the pressure of deadlines, conflicting demands, and emergencies;
- Multi-task, prioritize, and, where appropriate, delegate;
- Develop and achieve objectives through discussion, collaboration, and respectful persuasion;
- Understand and apply Board policy, legal requirements, and other requirements;
- Lead by example and demonstrate commitment to the public service the Library System provides

Certifications and Other Requirements:

Must have a Masters of Library Science from an ALA-accredited institution or a NV Public Librarian Certification, maintained and current throughout duration of

employment. Must pass a background and reference check. Must hold a valid driver's license or possess a suitable means of traveling on Library System business.

Experience and Training:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A master's degree in Library Science and management experience in library of at least comparable size are preferred.

Physical and Mental/Intellectual Requirements:

The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, and coordination to use a keyboard and video display terminal for prolonged periods. Strength and stamina to sit and stand for long periods of time. Dexterity and coordination to handle library files and materials; occasional lifting of books, magazines, files, stacks of paper or reports, references, and other materials weighing up to 25 pounds. Some reaching for items above and below desk level. Some bending, reaching, squatting, and stooping to access files and records. The manual dexterity and cognitive ability to operate typical library and office equipment. The ability to move from place to place. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers. The ability to work nights and/or outside of normal office hours when required.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants are encouraged to discuss potential accommodations with the employer.

Working Conditions:

Work environment is generally clean with limited exposure to conditions such as dust, fumes, or odors. Work is normally performed inside where the lighting is good and the noise level is generally quiet. Frequent interruptions to planned work activities occur.

Employee's Acknowledgment: I acknowledge that I have read the above job description and have received a copy for my records.

Employee's Signature

Date Signed