



## Library Director

**Pay Grade:** Dependent on Experience  
**Last Revised:** January 24, 2024  
**Last Reviewed:** January 24, 2024

### ***Overview***

The Library Director develops, administers, supervises, and coordinates the work of the Library and staff, performs managerial duties related to personnel, budget, collection development, building maintenance, and library operations and services in conformity with the policies established by the Board of Trustees.

### ***Essential Functions and Duties***

- Plans, implements, and evaluates library services.
- Develops, implements, and evaluates long and short-term goals and objectives.
- Develops and administers policies concerning library operations, budgets and programs.
- Handles complaints in accordance with policy.
- Provides supervision and delegates responsibilities to the library staff.
- Recruits library personnel; recommends promotions, transfers, or termination of staff.
- Organizes, trains, assigns, and evaluates personnel.
- Conducts staff meetings.
- Prepares the annual budget and presents it to Library Board for approval.
- Presents approved budget to Marion and Jefferson Davis Boards of Supervisors and Bassfield, Prentiss and Columbia Boards of Aldermen for approval and allocation.
- Presents budget to Library Board for adoption upon budget allocation decision by funding authorities.
- Directs and controls the expenditure of fund allocations within constraints of approved budgets.
- Purchases new equipment and furnishings.
- Accepts and acknowledges gifts of money and library materials.
- Pursues additional funds via grants and fundraising.
- Prepares financial and statistical reports to Library Association and State Library.
- Prepares Library Board agenda, co-ordinates with Board members on meetings, posts meeting announcements to the public. Reports to Library Board.
- Supervises maintenance of library buildings, equipment, and furnishings.

- Oversees equipment, furnishings and materials collection.
- Oversees the evaluation of the collections for balance and comprehensiveness.
- Cooperates with community groups and city officials to implement library services.
- Maintains open communication with Boards of Supervisors and City Aldermen.
- Speaks before local groups as needed.
- Oversees and approves scheduled use of library by outside groups.
- Prepares questionnaires and surveys to evaluate public responses to the library.
- Keeps informed of current developments in the library field by attending workshops, professional meetings, and reading current literature.
- Maintains membership in professional organizations.
- Provides direct services to patrons as needed.

## ***Qualifications***

### *Education and Experience*

- Master's Degree in Library Science from an accredited college or university.
- Three years of library administration experience in a supervisory capacity is preferable.

### *Skills*

- Excellent communication skills and organizational skills.
- Ability to administer the activities of a public library and to supervise the work of others.
- Ability to develop short- and long-term plans, and objectives.
- Maintains knowledge of standard library principles and practices, concepts of freedom of speech, copyrights, collection development, patron confidentiality, censorship, and other library ethical issues.
- Proficient with computers, library software, internet and digital communications.
- Ability to establish and maintain effective working relationships with superiors, subordinates, associates, officials of other agencies, and the general public.
- Ability to maintain composure in stressful work situation.

### *Work Location and Schedule*

- In person with some travel between branches.
- Monday-Friday and some Saturdays as needed.
- Full time hours 37.5 per week.