

Mercer County Public Library

Job Description

Library Director

JOB CLASSIFICATION: Director

SUPERVISOR: Board of Trustees

SUPERVISION EXERCISED: Provides general supervision for the Assistant Director, Bookkeeping & Benefits Coordinator, Youth & Family Services Manager, Adult Services Manager, Marketing Specialist, and all employees directly or through subordinate supervisors/managers.

STATUS: Full-Time

POSITION SUMMARY:

The position requires the ability to handle complex administrative, supervisory, and professional duties requiring adherence to professional standards of policies, accuracy, confidentiality, integrity, and tact. Responsible for planning and directing the development, implementation, and management of policies, procedures, and complex strategies/activities – including finance, personnel, and planning under the general direction of the Library Board. Makes decisions in circumstances where there are competing interests and multiple solutions. Provides professional leadership, advice, and counsel within the library and the service area community. Has ultimate responsibility for the work of others and for the success of the library. This position demands an active presence in the community, involving a standard work week of 40 hours and engagement in various meetings and work-related functions.

CERTIFICATION:

Per KRS 171.230-300, all full-time employees who provide information services to the public must be certified. Full-time employees in this job classification are subject to this requirement and must achieve a minimum certification level of Library Experience. Newly hired or current employees in this classification who do not qualify for this minimum level are required to obtain temporary certification and will then have five years to obtain full certification in order to continue employment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Board Relations:

- Works with the Library Board to establish a long-range plan that aligns the library's mission, goals, and objectives with community needs.
- Formulates and recommends policies to the Library Board; implements and executes library policies and supervises the development of consistent procedures throughout the library system.
- Prepares library board meeting agendas and necessary reports in cooperation with the board chairman and notifies the library board of scheduled meetings. Maintains a record of procedures and business, which is readily accessible to board members.

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- Submits an annual operational budget to the Library Board for review, discussion, and approval.
- Orients new trustees and serves as a resource for trustee activities.
- Prepares state annual report for review and approval by the Library Board of Trustees.

Fiscal Management:

- Administers approved budget. Expends funds within established guidelines. Prepares and provides other reports in accordance with county, state, and/or federal requirements.
- Ensures that an audit is performed on an annual basis or otherwise as required by the board.
- Incorporates the library's goals and strategic plan as the basis for financial planning.
- Ensures all required financial reports and filings are completed in a timely manner.
- Maintains records in an accessible location to meet the requirements of Open Records laws.
- Prepares grant applications when grant opportunities are available to supplement local funding of library operations and development and seek additional funding streams as needed, including grants, donations, and federal subsidies like e-rate.

Professional Librarianship and Administration:

- Oversees the library's collection development plan for the adults, children, and local history collections and supervises the selection, purchase, and withdrawal of library materials according to that plan.
- Informs and advises the board as to local, regional, state, and national developments in the library field and works to maintain communication with other area libraries.
- Attends meetings, conferences, and workshops to maintain contact with professional and library-related agencies and to maintain knowledge of current trends in public library operations and technology. Out-of-state conferences and overnight travel require board approval.
- Works to promote high staff morale. Encourages clear and open staff communications. Serves as liaison to staff in reporting board-related information, decisions, and actions.
- Oversees and directs the supervision of the daily operation and activities of the Mercer County Public Library.
- Works with the management team to develop staff job descriptions; recommends and administers personnel policies. Ensures that staff performance evaluations are completed on a regular schedule.
- Recruits, hires, evaluates, and disciplines library staff in conformity with state and federal regulations and library personnel policies.

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- Works with the management team to develop and oversee a staff professional development/training plan and hold regular staff meetings.
- Maintain effective working relationships and interact with Board members, staff, volunteers, patrons, and the general public in a courteous and professional manner at all times.
- Maintain active membership in state and national library associations.

Community Involvement and Development:

- Relates library objectives to community needs and represents the library on community boards and committees. Maintains close liaison with county and local officials, community leaders, and civic groups to inform them of library needs and concerns.
- Assist the Friends organization in their projects and attend Friends meetings as necessary.
- Keeps the public well informed of the library's activities, accomplishments, and challenges. Develops and administers a public relations plan. Supervises the preparation of press releases and makes presentations to community groups upon request.
- Participate in various public interest and civic groups to promote the library.
- Offers informational talks and presentations to community groups.
- Works with various media to promote library activities and services.
- Proactively addresses issues that could lead to negative publicity for the library.
- Build positive partnerships with external stakeholders, including but not limited to: the officials of Mercer County, and the city of Harrodsburg, state and local legislators, local and regional organizations, and the Mercer County community at large.
- Actively participate in legislative processes affecting library service; inform the Board and staff on local, county, state, and federal legislative issues impacting the welfare of the library.

Facilities Management:

- Oversees the care and maintenance of library buildings and grounds, ensuring that necessary work is carried out in a timely manner.
- Regularly reviews building needs and advises the board in its planning for future expansion or development.
- Assesses the adequacy of existing facilities in regard to the provision of automated services.
- Oversees the work of custodial vendors.

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- Oversees building projects and renovations.

JOB SPECIFICATIONS:

Education, Training, and Experience--

- Master of Library Science from an American Library Association accredited institution. Five years of progressively more responsible library work experience, including at least 1-2 years in a supervisory position. Combinations of related education and experience will be considered.
- Individuals either hold or qualify for appropriate certification from the Kentucky Board for the Certification of Librarians. If not currently certified, they will have five years to obtain full certification to maintain employment.
- Must pass a background check

Essential Skills:

- Demonstrates comprehensive understanding of non-profit and library culture, encompassing operational knowledge and awareness of current and future policies, trends, and local organizational activities. Possesses insight into effective community strategies and tactics. Expert in current library technology.
- Analyzes options thoroughly, weighing positives and negatives, forecasting outcomes, and selecting the best course of action in a timely manner. Justifies decisions with factual reasoning and communicates effectively to all stakeholders.
- Exhibits strong interpersonal skills, establishing rapport with individuals at all levels within and outside the organization. Handles high-tension situations adeptly, ensures staff and volunteers are equipped to manage difficult patron interactions, and fosters a culture of constructive relationships and diplomacy.
- Contributes to fostering a positive team spirit, prioritizing team success over personal interests, and promoting morale and commitment to shared goals. Supports and encourages team members' efforts toward achieving objectives.
- Demonstrates a genuine desire to serve the public, dedicated to meeting the needs of internal and external patrons. Actively seeks patron feedback for program and service improvement, prioritizes patron satisfaction, and cultivates trust and respect within the community through enthusiastic and thorough service.

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- Possesses excellent communication skills, both orally and in writing, ensuring clarity and effectiveness in all interactions.
- Ability to work independently, manage time and resources to achieve results, and appropriately delegate tasks; must also work cooperatively and collaboratively with patrons and staff to achieve results.
- Dependable, motivated self-starter able to work a flexible schedule, including evenings and weekends.

Probation period:

- Each new employee shall be considered on a probationary period for 180 days.
- Should the Board of Trustees wish to terminate the employee during the trial period, they may do so.
- A performance review of the employee's work will be conducted at three months and at the end of the probationary period.
- Performance reviews at the end of the probation period and thereafter will be based in part upon the employee's performance of the tasks listed in this job description and, at a minimum, to the standards within this job description.
- The Board of Trustees has the right to revise this job description at any time. This job description does not list all the duties of the job. The Board may ask the employee to perform other job-related duties provided those duties are not illegal or injurious to the employee's health.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.