

Grant County Public Library Job Descriptions

Library Director: (10-8-2020)

- Serves as the Chief Executive Officer of the Library
- Manage and supervise main library and branch locations operations
- supervises staff and volunteers and ensures a welcoming and safe environment
- exercises sound judgment in non-routine situations
- coordinate staff schedule and prepare monthly payroll
- materials acquisition and collection development
- supervisors the classification and preparation of new library material
- budget preparation (with Library Board) and budget disbursement
- personnel hiring and supervise training
- library programming administrator
- library website maintenance and Facebook page with assistance
- maintain files on statistical records and compile and submit annual report to Board, County and state
- plans how to assemble and organize library material and resources needed by the public
- attend all Board meetings and serve as its recording secretary
- prepare agenda and supporting documents for Board meetings
- Notify the County Commissioners of board vacancies and recommend new members
- provide orientation for new board members
- encourage board members to receive library relating continuing education training
- establish policy, procedures and systems that make for efficient library operation
- recommend policy to the Board and publish and enforce those policies
- works with the Board on strategic planning and short and long range objectives and planning
- interpret policies to staff and public
- conduct staff meetings to discuss concerns, share info and enhance communication between staff
- ensure compliance with state and federal regulations
- writes grants and administering the approved grants
- prepare or supervise publicity materials and promote public awareness
- coordinate with community groups, schools, etc. to implement and promote library services
- oversee and approve schedule use of the library's community room
- weed materials and supervise the deletion and surplus of such materials
- solicit gifts and solicit donations or monitor the solicitation of donations, materials and monetary
- oversees that all technology is being maintained and updated

- monitor activities of Friends group and make appropriate suggestions
- investigate citizen complaints
- evaluates library services and makes recommendations for improvements
- prepare and administer questionnaires and surveys when necessary
- works with elected officials, board and other groups to develop programs and resolve problems
- supervise maintenance of library building, equipment and furnishings and material collection
- be an active member of one or more professional library organizations
- participate in local, state and national library events and if available serve on committees/task forces
- administer the Imagination Library program
- maintain proficiency with computers, library software, internet and digital communications
- pursue ongoing professional development and continuing education opportunities
- maintain knowledge of standard library principles, practices and concepts
- encourage continuing education for library staff by utilizing workshops or online classes
- complete requirements to acquire and maintain accreditation for the library and certification for employees through South Dakota State Library
- frequent contact with the public to promote literacy and the library
- oversees the maintenance of the Library Asset List
- carry out any other activity authorized by law and the Board for the development and improvement of the library

Library Director requirement skills: Thorough knowledge of the principles of library science, organization and functions; thorough knowledge of library administration including fundamentals and budgeting; ability to analyze and solve major problems; ability to develop data and recommendations influencing policy; complete competence in oral and written communications; ability to establish and maintain effective working relationships with superiors, subordinates, associates, corporate representatives, officials of other agencies and the general public. Proficiency with Computer skills is essential as well as knowledge of computer operating systems, hardware and software, and integrated library systems. Must keep up with computer changes. Core competencies would include a work ethic that is productive, diligent, conscientious, punctual and efficient. This would include abiding by policies and procedures and participating in professional development activities. Must be service orientated by seeking to understand the needs of the community and striving to meet those needs. Must be good at communication with the ability to explain or convey information to the public, coworkers, board and financial governing body both in an effective oral and written manner. Must possess self-management skills to work effectively and cooperatively with others while maintaining emotions and a positive attitude. Must be able to prioritize tasks and manage time wisely. Be good at customer relations and understand the mission of the

library and apply this when dealing with patrons. Treats all people with courtesy and respect, projects a positive image of the library and communicates the importance of library services to all. Professional maturity allows the director to manage conflict, diffuse situations and know when to notify emergency services. Must maintain confidentiality.

The experience and training requirements for many Library Director positions require a Master's Degree in Library Science from a recognized college or university plus five years of progressively responsible library administration experience including at least three years in a supervisory capacity. At a minimum the director should possess a combination of education, experience and training which provides a demonstrated potential for performing the duties of the position.

This full time position at Grant County Public Library does require a six-month probation period and is salaried.