

# Jarrell Community Library Job Description

## Library Director

### Job Objective

The director is the Chief Operating Officer of the library with administrative responsibility for implementing library policy, supporting the library's facility and budget, and completing the goals and objectives of Jarrell Community Library.

The director performs professional and administrative duties in planning, developing, implementing and directing community library services for the Jarrell Community Library. These responsibilities are varied and include, but are not limited to, budget preparation, evaluations, personnel, collection development, community relations, external partnerships, technology infrastructure, strategic planning, and facility maintenance. This position provides leadership in library services and is responsible for the day-to-day management of the library.

### Primary Functions

- Creates a welcoming and inviting space for our diverse patrons.
- Works with the board to advocate for the library through contacts with the general public, civic organizations, foundations and public officials.
- Attends municipal utility district, city council, county and/or other government entity meetings.
- Works with the board to secure appropriate funding through budget allocations, and donations.
- Prepare and submit grants in an accurate and timely manner in order to obtain goods or financing for Library operational needs or programs. Grants will only be submitted with Board approval.
- Attend and actively participate in all library board meetings.
- Presents director's reports and relevant information at monthly board meetings.
- Hires and supervises staff and volunteers, with Board approval, ensuring a high level of service to the community.
- Develops policies, procedures, annual budget, and other essential documents with the library board.
- Work with the board to recommend qualifications and candidates for board membership.
- Oversees maintenance of the library building and grounds on a day-to-day basis.
- Oversees and develops programs and services to address the needs of the community.
- Oversees library collections, including selecting all library material according to policies approved by the board, oversight of cataloging and automated library systems.
- Provides technology support to library computer users.
- Actively participates in and attends professional development training sessions and meetings.
- Purchases and maintains a relevant and appealing popular reading and viewing collection for adults, teens, and children.
- Performs staff and volunteer evaluations.
- Oversees social media campaigns and postings.

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

- Knowledge of library current library trends and developments in the library field.
- Commitment to providing high-quality service in an ever-changing library environment, including familiarity with emerging technologies.
- Strong commitment to community relations.
- Ability to handle personnel issues and patron complaints.
- Excellent organizational, interpersonal, and problem solving skills.
- Experience in managing library budgets and personnel.
- Strong written and verbal communication skills.
- Perform computer functions appropriate to library services.

## **Educational Requirements**

- High School diploma or equivalent education with some college
- Prior supervisory experience
- Will be required to become a State Certified Librarian by completing the Public Library Management courses offered by the State Library within a year of hire.
- Maintaining this certification and keeping it up to date.

## **Physical Requirements**

- Frequently moves materials and equipment weighing up to 50 pounds around the library.

## **Hours**

This position is part time that requires up to 20 hours per week, during days and hours when the library is open. The current hours of operation are as follows:

- Tuesdays (11am-6pm)
- Wednesdays (11am-6pm)
- Thursdays (11am-6pm)
- Saturdays (11am-4pm)

## **Reports to President of the Board of Directors**

## **Salary**

- Commensurate with experience
- Paid monthly