

JOB DESCRIPTION

Library Director

Supervisor: The Cascade Public Library Board of Trustees

Supervises: All employees

Full Time: Salary \$45,000 with benefits

Apply: Email cover letter, resume and three references to

trusteereinhardt@cascadeid.us

General Description

The library director manages all aspects of library operations. This includes supervision and scheduling of staff and volunteers; grant and report writing; partnership development and maintenance. In addition, the library manager advises the Board on various subjects, drafts annual budget for Board consideration and action, prepares monthly and/or annual plans for regular and special programs, acquires library materials, and implements policy set by the board. The library manager performs a variety of administrative and supervisory tasks as well as complex clerical work in planning, organizing, and implementing the programs and services of the library. The library manager represents the library to the Cascade city council.

Essential Functions

- Manage and supervise library staff.
- Manage the acquisition of library materials, equipment, and supplies.
- Manage the planning, organizing, implementation, and evaluation of the programs and services of the library.
- Implement policy, vision, and mission set by the Board.
- Represent the library to the Cascade city council.
- Develop and maintain positive and productive relationships and partnerships that allow the library to meet its goals and fulfill its mission in the community.

Duties and Responsibilities

- Train and supervise staff. Annually evaluate staff performance.
- Manage day-to-day operations and services of the library. Develop and ensure consistent adherence to work procedures (e.g. interlibrary loans, check out procedures, etc.).
- Foster a collaborative, positive, and productive work environment. Ensure open lines of communication with library staff.
- Attend monthly Board meetings. Provide staff support to the Board by assisting with meetings, preparing reports, budgets, and offering professional advice. Maintain Board records and documents.
- Draft the annual library budget for Board action. Accompany the Board chair to all budget meetings with city staff and the city council. Direct and control the expenditure of funds within the constraints of approved budget.

- Serve as the public face for the library, including presentations to boards, commissions, civic groups, and the general public, informing the community about library goals.
- Develop and maintain partnerships to accomplish library goals and implement library activities.
- Maintain and develop the library's collection.
- Other duties as needed.

Qualifications

Education and Experience

- Bachelor's Degree in a related field or three year's equivalent work experience.
- Library Science certificate or equivalent, or willingness to obtain necessary professional development and training in Library Science.
- Experience in office management, program administration, or other managerial functions, preferably in the non-profit or public sector.

Knowledge, Skills, Abilities, and Experience

- Demonstrated experience of the principles and practices of library systems, office management, work organization, and supervision.
- Skill with word processing and spreadsheets.
- Ability to coordinate, analyze, and track a variety of reports and records.
- Ability to communicate effectively.
- Ability to establish and maintain effective working relationships with superiors, subordinates, associates, officials of other agencies, and the general public.

Tools and Equipment Used

Library computer systems, social media, web development/management, personal computer, calculator, copy and fax machine and phone.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to walk, sit, and talk or hear. The employee is occasionally required to use hands to fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close and distance vision, color vision, and the ability to adjust focus.

Work Environment

The work environment described here is representative of what an employee encounters while performing the functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform this job.

The noise level in the work environment is generally quiet, with the exception being related to excitement from special programs or events being held at the library.

The duties listed above are intended only as an example of the various types of work that may be performed as library director. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position and need to keep the library functioning. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the need of the employer and the requirements of the job change.