

JOB TITLE: County Library Director

LIB/1

DEPARTMENT: Library, Rutherford County

JOB SUMMARY: This position is responsible for planning, coordinating, and directing the activities of the Rutherford County Library System.

MAJOR DUTIES:

- o Develops library budget and monitors expenditures.
- o Trains, assigns, supervises, evaluates, and disciplines personnel.
- o Plans, organizes, and directs the overall activities of the main library and two branches.
- o Prepares reports and applies for grants.
- o Plans monthly agenda of County, Municipal, and College Libraries Consortium meetings; develops CMC policy manual and CMC brochure.
- o Meets with other professional library organizations; attends training sessions.
- o Meets with community groups to explain and promote library services.
- o Sets up new PCs on the network.
- o Monitors the front desk as necessary.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of library science and administration.
- o Knowledge of county and library policies and procedures.
- o Knowledge of managerial and supervisory principles and practices.
- o Knowledge of financial management.
- o Knowledge of personnel management.
- o Knowledge of library technical resources, including on-line databases, Internet, and library automation systems and products.
- o Skill in management and supervision.

- o Skill in planning and implementing programs and services.
- o Skill in the use of a variety of software.
- o Skill in the use of office and audiovisual equipment, including a scanner, copier, facsimile machine, calculator, and computer presentation projector.
- o Skill in interpersonal and public relations.
- o Skill in report preparation and presentation.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The County Manager assigns work in terms of overall goals and objectives. Work is reviewed through conferences, reports, and observation of library activities.

GUIDELINES: Guidelines include relevant county ordinances, library policies and procedures, *Guidelines for North Carolina Public Libraries*, *American Library Association* guidelines, computer and equipment manuals, and relevant state and federal laws, rules, and regulations. These guidelines require judgment, selection, and interpretation in application. This position develops library guidelines.

COMPLEXITY: The work consists of varied duties in planning, directing, managing, and supervising the operation of the county library system.

SCOPE AND EFFECT: The purpose of this position is to coordinate and direct the operations of the county library system. Successful performance in this position assures the effective and efficient operation of the library and enhances the county's public image.

PERSONAL CONTACTS: Contacts are typically with co-workers, administrators of other libraries, library board members, library support organizations, other county employees, state library personnel, elected officials, volunteers, media representatives, vendors, service representatives, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, provide services, motivate personnel, promote library services, and defend or settle matters.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, stooping, walking, bending, or crouching. The employee frequently lifts light and heavy objects and climbs ladders.

WORK ENVIRONMENT: The work is typically performed in an office, library, or computer room.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Branch Librarian (1), Library Associate (4), Library Assistant II (2), and Library Assistant I (2).

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with the completion of a Master of Library Science degree from an ALA accredited university.
- o Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.