SHELBYVILLE-BEDFORD COUNTY PUBLIC LIBRARY
POSITION DESCRIPTION

DIRECTOR OF PUBLIC LIBRARY SERVICES

Position overview: Performs responsible and varied administrative and professional library work related to the management and administration of the entire library. Serves as chairperson and mediator of the Library Management Team. This position is supervised by the Library Board of Trustees.

Primary responsibilities:

- Planning, organizing, and coordinating the services of the library.
- Working with community leaders and officials.
- Supervises the library staff and volunteers, directly or through appropriate delegation
- Administers personnel policies for library employees, including training, development, scheduling, and evaluation, either directly or through appropriate delegation
- Participates in recruitment and selection of library personnel.
- Responsible for the print and non-print collections, including selection, organization, maintenance, preservation, withdrawal, and disposal of materials, either directly or through appropriate designation
- Prepares the library budget with the help of the Board Financial Committee. Attends the budget hearings of the funding authorities.
- Makes policy recommendations to the Library Board.
- Develops short-range and long-range goals for the library’s collections, programs, and services.
- Participates in the planning, organization, and management of the library’s technical and automation services.
- Is responsible for building cleanliness and operation with advice from the Board Property Committee.
- Monitors the operation and maintenance of the Bookmobile.
- Oversees the Outreach services performed and makes staff designations as needed to fulfill obligations.
- Responsible for final accounting of all revenues and expenditures.
- Prepares financial statements for the Library Board of Trustees.
- Searches for appropriate grant opportunities, and creates and submits grant applications.
- Administers grant funds received and makes reports as required.
- Performs background checks on volunteers and employee applicants, as needed.
- Assists in preparing meeting agendas and materials and attends Board of Trustee meetings.
- Establishes priorities as determined by need.
• Directs a public relations program to promote and publicize the library’s collection, services, and programs within the community.
• Providing public service coverage as needed.
• Holds staff meetings as needed.
• Prepares payroll in a timely manner and meets all payroll and reporting deadlines.
• Prepares all benefit and income statements.
• Keeps abreast of library trends in management, collection development, and patron service. Is knowledgeable about employment laws and Tennessee Library Law.
• Develops and initiates new services and programs.
• Makes sure that the terms agreed to in the annual Maintenance of Effort contract with the state of Tennessee are met.
• Liaisons with the Friends of the Library and the Library Foundation as needed.
• Attends in-service meetings and educational opportunities provided by the Stones River Regional Library and the Tennessee State Library.
• Develops Long-Range Plan for the library.

Additional responsibilities:
• Advises, consults, and confers with other libraries, professionals, officials, and community groups. Attends conferences and meetings as needed.
• Public speaking to large and small groups as requested.
• Provides requested documents for the annual independent audit and responds to questions from the auditor.
• Oversees maintenance of an inventory of library equipment, materials, and supplies.
• Oversees maintenance and upkeep of the library’s patron and collection databases.
• Is responsible for purchasing library equipment and materials.
• Assists with direct patron services as needed.
• Attends community meetings and participates on community committees as needed.
• Other duties as required.

Supervision received: Works under the general supervision of the Library Board of Trustees.

Supervision given: Supervises all library staff and volunteers either directly or indirectly.

Required Knowledge, Skills, and Abilities:

• Thorough knowledge of the principles, theories, and practices of library management and library science
• Committed to excellence in customer service
• Strong oral and written communication skills
• Ability to work well independently as well as with others.
• Ability to organize work for efficient use of time
• Ability to understand and interpret library policies, procedures, and rules.
• Ability to prepare administrative reports in a clear, logical manner.
• Ability to keep records accurately.
• Ability to interact courteously and effectively with all ages and walks of life.
• Considerable knowledge of supervision, training, and staff utilization and efficiency principles.
• Ability to plan, organize and evaluate the work of employees and volunteers in diversified library activities
• Ability of initiate, organize and follow through on programs, services, and projects.
• Solid knowledge of trends and development in the library profession.
• Experience and knowledge with library automation systems.
• Good public relations skills.
• Ability to represent the library at public meetings.
• Ability to learn and master Quickbooks accounting software.
• Knowledge of and ability to use Microsoft Office Suite of software.

Minimum Qualifications:

• Required: Bachelor’s degree from an accredited college or university. (Preferred: Master’s Degree in Library Science from an ALA accredited institution); three years of progressively responsible library leadership, excellent interpersonal and communication skills; experience in fiscal planning and management; comprehensive knowledge of current library trends, technology, and practices in public libraries.

Physical Requirements:

• Ability to perform duties in an office environment
• Ability to work in an environment with constant interruptions
• Ability to work under stress from deadlines, public contact, and changing priorities and conditions
• Ability to use computers, library software, and the Internet
• Ability to view a monitor and use a keyboard for extended periods of time.
• Ability to stand, walk and lift materials up to 25 pounds.
• Regularly required to talk and/or hear; use hands to operate objects, tools, and controls, and reach with hands and arms
• Vision and hearing at or correctable to “normal” ranges
• Ability to read and understand print materials and information on computer screens
• Ability to file books, periodicals, files, reports, notebooks, etc., on shelves ranging from 1 to 7 feet above the floor.
• Ability to communicate effectively by telephone, in person, and by printed word.
• Ability to travel for meetings and bookmobile deliveries as required.
• Ability to work flexible hours.
ACCOMMODATIONS: Reasonable accommodations may be made to enable qualified individuals to perform essential functions of this position.