



## JOB DESCRIPTION

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| <b>JOB TITLE:</b>  | Library Director             | <b>FLSA:</b>   | Exempt  |
| <b>DEPARTMENT:</b> | Library                      | <b>GRADE:</b>  | D1      |
| <b>REPORTS TO:</b> | Library Board/County Manager | <b>STATUS:</b> | At-Will |

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### **SUMMARY OF JOB PURPOSE:**

Responsible for planning, organizing and directing all activities and staff related to the County's Library services and functions; acts as library liaison with the library board, county manager and local community groups.

### **ESSENTIAL FUNCTIONS:**

*This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Manages and directs the activities of assigned staff; coordinates, prioritizes and assigns tasks and projects; tracks and reviews work progress and activities; directs the recruitment and selection of staff; undertakes disciplinary action as required; conducts performance evaluations.
- Recommends selection of staff; trains staff and provides for their professional development; administers discipline as required.
- Develops and implements goals, objectives, policies, procedures and work standards for the department; prepares and administers the department's budget.
- Assists library Board of Trustees with the development and interpretation of library policies and develops the strategic plan for the library system.
- Coordinates library services, programming and public relations activities with other County departments, city councils, and community agencies.
- Writes grant proposals; implements and administers grant projects.
- Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.
- Develops, implements and presents staff training programs and meetings
- Establishes and creates collection development and material selection policies and conducts all collection decisions
- Uses computer programs to create and review statistical reports on circulation data, analyze information, develop conclusions, and determine methods to improve services.
- Stays abreast of trends and innovations in the fields of technology management and administration.
- Performs Library professional and technical duties as required.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



## LIBRARY DIRECTOR

### QUALIFICATIONS:

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

### Education and Experience:

Master's degree in library sciences, or a closely related field; AND five (5) years of library operations experience at a management level; OR an equivalent combination of education, training and experience.

### Required Knowledge and Skills

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Library programs and their relationship to community needs.
- County, state, and federal laws, statutes, ordinances related to library services.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees through multiple levels of supervision.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Principles and practices of accounting, budget development, and administration.
- Computer systems related to library operations.
- Standard office practices and procedures, including records management.
- Communicating effectively in oral and written forms.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Training others in policies and procedures related to the work.
- Developing and implementing goals, objectives, procedures, policies, and work standards.
- Grant application, implementation and administration.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Planning, organizing and administering a comprehensive library services program.
- Providing customer services in the most cost effective and efficient manner.
- Preparing clear and concise reports, policies, procedures, correspondence and other written materials.
- Making effective oral presentations to large and small groups.

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## LIBRARY DIRECTOR

Skill in: (continued)

- Using initiative and independent judgment within general policy guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.

### **REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:**

*Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Nevada Driver's License.

### **PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone.

### **EMPLOYMENT STATUS:**

This is an at-will position. Either the employee or Lyon County may terminate the employment relationship at any time, with or without cause or notice, subject to applicable law. This job description does not constitute a contract of employment.

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