



County of Calhoun

Job Description

Job Title: Library Director

Department: 2800 - Library

Reports To: Library Board

FLSA Status: Exempt

Grade: 127

Prepared Date: 3/1/2023

Approved By: B. Roberson

Approved Date: 12/11/2023

Summary

The Library Director is a full-time executive position responsible for complex administrative, supervisory and professional duties requiring adherence to standards of accuracy, confidentiality, integrity, and tact. Under the general direction of the Library Board of Trustees, the library director is responsible for establishing the strategic direction of the Library and has responsibility and authority for organizing and managing Library operations and for planning, directing and coordinating its program of service to the community.

Position-specific Responsibilities

- Works with the Library Board of Trustees to plan, develop, and update a strategic plan that aligns the Library's mission, goals, and objectives with community needs
- Oversees and directs the supervision of the daily operation and activities of the Library
- Develops staff job descriptions, recommends and administers personnel policies, and recruits, hires, evaluates and disciplines library staff in conformity with state and federal regulations and personnel policies
- Plans and participates in board meetings, communicating all necessary information to trustees for effective library governance
- With Board Chairperson, orients new trustees and serves as resource for trustee activities
- Evaluates policies and submits policy recommendations to the Library Board
- Serves as liaison to staff in reporting Board-related information, decisions, and actions
- Prepares an annual operations budget for review, discussion, and approval by the Library Board
- Submits budget request to County; Maintains positive working relationships with County Administration, Finance, and Human Resources
- Administers approved budget; Authorizes library expenditures; Expends funds within established guidelines; Provides regular report of financial accounts to the Library Board
- Serves as chief consultant to the board in regard to library programs and services; Recommends to the board, as necessary, the adoption of new programs and technologies, and reports regularly on their success and impact

- Prepares operations progress reports for the Board and the annual statistics report required by the State Library
- Prepares and provides other reports in accordance with county, state and/or federal requirements
- Incorporates library goals and the strategic plan in financial planning
- Prepares grant applications in order to supplement local funding of library operations and development; Oversees expenditure of grant funds and grant reporting
- Continually investigates the value, costs, and logistics of adding library services, new media, and new technologies in order to keep the library current and proactive in its service provision to the public
- Evaluates library programs, services, and procedures to make the Library more accessible to all users
- Works to promote high staff morale; Encourages clear and open staff communications
- Communicates Library performance and service needs to County Council
- Promotes library services to community organizations, the general public, and government officials
- Attends meetings, conferences and workshops to maintain contact with professional and library-related agencies, and to maintain knowledge in current trends in public library operations and technology
- Develops subordinates in performing duties and addresses errors and complaints as appropriate
- Oversees care and maintenance of Library facilities and vehicles and regularly reviews capital needs to advise the Library Board in its planning for expansion or development

Essential Responsibilities for All Library Positions

- Serves as a representative of the library while at work and out in the community and may act as a library liaison for various committees and meetings
- Establishes positive and productive relationships internally and externally with people of all ages and backgrounds
- Serves the public in an outgoing, welcoming, and enthusiastic manner
- Monitors and ensures staff and patron compliance with safety protocols and policies
- Operates office equipment, including telephone, computer, copier, and fax
- Adheres to all statutes and policies, including those pertaining to patron confidentiality
- Works ethically, with integrity, and upholds organizational values
- Assists with the development and recommendation of library policies
- Communicates frequently with immediate supervisor and/or County Administration liaison as appropriate, including ideas, suggestions, and concerns
- Communicates effectively with team members and members of the public from all backgrounds to ensure a positive customer experience and work environment
- Contributes to the current and future success of the library through planning and communication
- Engages in professional development relating to primary job functions

Qualifications:

- Master of Library and Information Science degree from an American Library Association accredited institution
- Three to five years progressively responsible professional (post-MLS) library experience, with at least one year of administrative experience.
- Eligible for professional certification from South Carolina State Library

- Possession of valid driver's license and acceptable driving record
- Track record of promoting a harmonious and effective workplace environment
- Demonstrated ability to forge and maintain positive relationships and partnerships within the community
- Demonstrated aptitude for creative problem solving
- Evidence of strong public service orientation, a commitment to the Library and library service excellence, flexibility, and initiative
- Strong attention to detail, including ability to create and maintain accurate records, statistics and reports using software such as Excel
- Strong oral and written communication skills, including in public speaking and advocacy roles
- Successful and timely management of projects and programs
- Exemplary judgment for assessing situations and determining necessary courses of action
- Ability to participate in meetings and work-related functions outside of the standard work week
- Must possess or be eligible for and maintain a valid SC driver's license
- Experience working in a library consortium preferred

Competencies for Performance Evaluations

To perform the job successfully, an individual should demonstrate the following competencies:

- Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
- Design - Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Applies design principles; Demonstrates attention to detail.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.
- Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- Oral Communication - Must be able to read, write and speak fluently in English. Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- Visionary Leadership - Displays passion and optimism; Inspires respect and trust; mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

- Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.
- Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Recognizes staff for results.
- Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
- Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services; Continually works to improve supervisory skills.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Business Acumen - Understands service impacts/implications of decisions; Displays orientation to continuous improvement; Demonstrates knowledge of outside library policies, procedures, and best practices; Aligns work with strategic goals.
- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; builds a diverse workforce.
- Ethics - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
- Planning/Organizing - Prioritizes and plans work activities; Meets deadlines; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

- Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
 - Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
 - Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
 - Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
 - Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
 - Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.
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- **Supervisory Responsibilities** - This job supervises staff that perform or oversee work in bookkeeping, public programs and services, collection management, information technology, technical services, interlibrary loan, outreach, and maintenance/custodial services; Director may oversee specialized personnel for grant-funded initiatives
 - **Computer Skills** - Microsoft Office Proficient, including use of Excel for statistical reports; appropriate professional software for Library Information System/Database