

JOB DESCRIPTION
Essex County, VA

Job Title	Director of Library
Department	Essex County Library
Category	Full Time
FSLA	Exempt
Pay Grade	
Report to:	Essex Public Library Board of Directors
Supervises:	All Library Staff – Library Assistants, Library Cataloguer/ Library Assistant, Library Youth Services Specialist

JOB SUMMARY/PURPOSE

This position performs responsible management, technical and administrative work in overseeing with a broad range of public library functions, including but not limited to, cataloging, preparing new items for circulation, providing technical support to patrons, providing interlibrary loan services, assisting patrons with the location of services and materials, and other related tasks. This position is responsible for collection development, policy development, procedures, and supervision of staff including scheduling and professional training. Also, this position selects and oversees the integrated library information system that manages the catalog, circulation, and the library's webpage. This position is responsible for developing close relationships between the library and the governmental, business, schools and civic community. The Director of Library is responsible to plan, organize, implement and supervise a comprehensive library services and programs and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

ESSENTIAL JOB FUNCTIONS

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Reports to the Essex Public Library Board of Directors and works with the County Administrator related to County procedures, provides reports to Board of Supervisors as requested;
- Manages staff activities, including scheduling and training and discipline;
- Serves as Systems Administrator for all Library software and technical and computer equipment;
- Serves as Reference Librarian when Library Assistants are unable to assist patrons;
- Manages collection development including ordering books and materials as well as deciding what materials to weed out of the system;
- Develops public relations and marketing efforts of Library through website, social media, annual and monthly reports;
- Oversees project development including collaborative projects with other agencies and libraries, oversees the development of Adult programs and approves all youth services programs;
- Oversees professional development including web courses and inter-agency collaborative projects;

- Opens and closes the Library;
- Catalogues library books and materials and prepares new items for circulation, as needed;
- Provides technical support and assistance to library patrons; and serves as back up to all Library Assistants by managing the circulation desk; oversees and provides all programs performed by Library Assistants;
- Oversees interlibrary loan services;
- Creates exhibits and displays;
- Prepares grant applications as needed;
- Coordinates with Facilities department related to custodial and maintenance needs;
- Develops Department policies and procedures and assigns, trains and supervises staff, Consults with County Administrator on such personnel actions as hiring, termination, and discipline and obtains final approval for such personnel actions;
- Prepares and administers operating budgets for department; presents budget to the Board of Directors, County Administrator and Board of Supervisors;
- Submits oral and written reports to County officials and state agencies as required;
- Ensures that all work is conducted in a safe manner and all work safety practices are followed;
- Performs similar or related work as required, directed or as situation dictates;
- Assists other department staff as needed to promote a team effort to serve the public;
- Continues training; keeps current with trends in all library services;
- Consistent on-site and on-time attendance is essential for this position based on assigned schedule.

MINIMUM REQUIREMENTS TO PERFORM WORK

Education and Experience:

- Master's degree in Library Science from an ALA accredited program, supplemented by over 5 years of Library experience including management or supervisory experience or any equivalent combination of education, training and experience that provides the requisite knowledge, skills and abilities for this job.

Licenses or Certificates:

- Must possess a Librarian's Professional Certification from the Library of Virginia.

Knowledge, Skills and Abilities:

- Thorough Knowledge of Library Sciences and operations of Library System, catalogues and cataloguing process, library software and computers;
- Knowledge of effective office procedures and equipment;
- Knowledge of principles and practices of effective supervision;
- Ability to maintain and protect confidential information;
- Ability to communicate effectively, both orally and in writing;
- Knowledge of budgeting and purchasing procedures and skills in administering such procedures;
- Ability to plan and manage work efficiently and effectively;
- Ability to train staff and patrons in the use of all library systems;

- Ability to work independently in supervising and training others to deal effectively with the public;
- Ability to develop programs for Library patrons based on the needs of the community;
- Ability to multi-task;
- Knowledge and ability to develop Library policies and procedures and ensures they are upheld;
- Ability to communicate effectively using solid reading, writing, listening and speaking skills. Ability to produce documents that accurately convey information
- Ability to establish and maintain effective working relationships with county staff, local professionals, and state agencies;
- Ability to set priorities, organize work, and complete tasks efficiently and accurately;
- Ability to work under pressure and adapt to rapidly changing circumstances and stressful situations;
- Ability to make sound judgments and decisions based on established state and local policies and procedures;
- Ability to create technical reports using basic math, budget and statistical skills;
- Ability to use Windows-based software (e.g. Word, Excel, Power Point).

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions-when driving		X		
Work in high, precarious places	X			
Work with toxic or caustic chemicals	X			
Work with Dust or airborne particles		X		
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Equipment Used – Computers, office equipment, books, phone				X

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking		X		
Sitting			X	
Talking & Hearing				X
Using hands/fingers to handle/feel			X	
Climbing short step stool		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms			X	
Tasting or smelling	X			
Bending, pulling, pushing library cart			X	
Other-Driving	X			
Other-Describe _____				

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)			X	
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change).

