

Library Director

FLSA Status: *Exempt*

General Definition of Work

Performs complex executive work planning, implementing and directing the activities of the library system, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Library Board. Departmental supervision is exercised over library personnel. Active participation in the implementation of the library's Long-Range Plan is expected of all employees of Blackwater Regional Library as it relates to their job descriptions. Employees are expected to set and accomplish goals for job performance annually as a part of the Long-Range Plan.

Qualification Requirements

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

Essential Functions

Responsible to the Library Board of the Blackwater Regional Library for all aspects of staffing and operations of the library

Plans, organizes, directs and evaluates the activities of the public library

Supervises the preparation and execution of the budget and the maintenance of library accounts, records and bill payments

Has oversight for the recruitment and selection of library personnel; plans and directs work of staff; disciplines and counsels employees; recommends suspensions and terminations

Supervises, manages and evaluates Library administrative department heads: Collection Development Manager, Assistant Director, Budget and Finance Manager, Outreach & Marketing Coordinator, and Administrative Services Coordinator

Plans and facilitates regular meetings of Managers, and Executive Administration Team

Prepares and submits annual reports on library activities to State and County entities, and other organizations as required

Stimulates and guides public relations activities and staff planning for service programs of the library

Directs the maintenance of statistical records on library activities

Ensures the library's compliance with all state and federal guidelines

Prepares a variety of grant related materials; participates in fund raising activities

Assists in developing, coordinating and maintaining branch Friends groups; attends meetings of Friends of the Library in conjunction with Assistant Director

Represents the library at various meetings, workshops and seminars

Meets with civic, community and other interested groups to explain library services

Responds to inquiries from library personnel and the general public regarding library personnel matters

Knowledge, Skills and Abilities

Comprehensive knowledge of library principles, methods, materials and practices; comprehensive knowledge of reader interest levels; thorough knowledge of books and authors, periodicals, reference media and library media; comprehensive knowledge of cataloging procedures and problems; ability to analyze library service problems and participate effectively in solving them; ability to plan and supervise the work of subordinates; ability to work independently or as part of a team; ability to interact with a diverse population; ability to establish and maintain effective working relationships with Library Board members, associates and the general public.

Education and Experience

Master's degree in Library Science and/or Information Science from an American Library Association accredited program and considerable experience in regional library administration including extensive supervisory experience.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work frequently sitting, speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

Special Requirements

Possession of a Virginia Librarian's Certificate.

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.