

## JOB DESCRIPTION

### SOC Code: 25-4021 Librarians

<b>JOB TITLE:</b> Library Director	<b>JOB CODE:</b>
<b>DEPARTMENT:</b> Lincoln County Library <b>SUPERVISOR'S TITLE:</b> Board of Trustees	<b>FLSA STATUS:</b>
<b><u>POSITION SUMMARY</u></b>	
Oversee all operations of the Lincoln County library system	

### **ESSENTIAL FUNCTIONS**

1. Nature of work: Administrative/Librarian
2. Personal Contacts: Staff and public
3. Supervision Received: Board of Trustees

### **DUTIES AND RESPONSIBILITIES**

- Implement the policies, goals and objectives adopted by the Library Board of Trustees
- Research and provide recommendations for policy, budget, staff, public relations, collection management and operational management
- Develop library policies to improve internal functions and ensure library services are responsive to community needs
- Oversee all library operations for the county library system, including maintenance of the three branch buildings and vehicles
- Perform supervisory duties, including work schedules, job descriptions, staff evaluations, and training of library staff
- Oversee programming for all age groups
- Oversee reference services, local history and genealogy resources
- Oversee the expenditure of all monies and monitor monthly budget reports
- Oversee the review, purchase and cataloging of library books and materials
- Review, update and implement Collection Management Policy
- Prepare annual operating budget for submission to the Library Board of Trustees and Lincoln County Commissioners
- Ensure compliance with library policies and best practices of the Montana Shared Catalog and the Partners Resource Sharing Group
- Act as representative to professional library associations and attend appropriate meetings
- Stay current with new trends and innovations in management and library services
- Maintain certification with the Montana State Library
- Recruit volunteers
- Maintain relationships with each branch's Friends of the Library group and the Library Foundation
- Actively recruit funds for programs and other library support
- Accept and acknowledge gifts to the library system
- Promote the library throughout the county, establish and maintain relationships with the Lincoln County Commissioners, service groups, and community organizations
- Maintain a pleasant, inviting, and safe environment for all patrons
- Performs other related duties as required

### **SCOPE OF RESPONSIBILITY**

Evaluation of this position will be based primarily upon the preceding job description requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties

**JOB SPECIFICATIONS**

**Education:** Bachelor’s degree, or equivalent. Master’s Degree in Library and Information Science preferred.

**Experience:** 3-5 years in libraries with at least 1 year in a supervisory role, or equivalent

**Knowledge, Skills, Abilities and Competencies:**

- Knowledge of theories, objectives, principle, and techniques of public librarianship
- Current knowledge of library trends, innovations, and technologies
- Ability to supervise employees and volunteers
- Ability to implement policies and procedures
- Ability to communicate effectively, respectfully, patiently and courteously with employees, patrons and other community members
- Ability to work independently and collaboratively
- Skills in computer technologies, digital services and devices
- Obtain and maintain a valid Montana driver’s license with a safe driving record and operate a motor vehicle under all weather conditions.

**WORKING ENVIRONMENT**

1. **Physical Demands:** Ability to repeatedly move and lift up to 50 pounds
2. **Visual, Hearing and Dexterity Demands:**
  - Ability to communicate effectively in person, on the telephone, or on the computer
  - Ability to read from both computer screen and paper
  - Ability to sit and stand for long periods
3. **Working Conditions:** Most work is done indoors. Some outdoor work required. Evening and weekend hours may be required. Most work is performed at the Libby Branch or surrounding area, infrequent travel to libraries in Eureka and Troy required.

**The above is intended to describe the key elements and requirements for the performance of this position. Employees may be required to perform other related duties and activities not specifically stated in this document.**

APPROVALS:

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Human Resources

Origin Date: \_\_\_\_\_

Review Dates: \_\_\_\_\_  
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Revision Dates: \_\_\_\_\_  
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