



Position: Library Director

Department: Library

Accountable to: Town Manager

FLSA: Exempt

Specifications are intended to present a descriptive list of the range of duties performed. These are not intended to reflect all duties performed with the job.

SUMMARY

Serves as the Department Head of the library with the assistance of the Library Advisory Board and under the supervision of the Town Manager.

The Library Director provides leadership and serves as the library's primary public representative. The Library Director is expected to represent the library within the community, develop programs, develop collections, provide budgeting information, manage and develop (or lead) volunteers and staff, and manage the library facility; and perform related duties as required.

DUTIES and RESPONSIBILITIES

Essential Functions:

1. Implements and monitors present and future policies approved by the Town Commission; formulates and recommends new policies and changes in existing policies to Town Commission; initiates planning for current and future activities of the library.
2. Regularly meets with and keeps informed the Library Advisory Board.
3. Works with the Friends of the Library to augment programs and services.
4. Assists patrons in the use of materials, equipment and technologies by answering questions, offers basic technical assistance, troubleshoots computer problems and assists in navigating the Internet.
5. Locates materials, answers questions and requests materials through ILL, refers patrons to outside resources and collections when appropriate in order to provide information services to patrons.
6. Trains and supervises staff and volunteers to help provide library services.
7. Prepares annual budget and monitors monthly budget expenditures.
8. Develops collection using collection development policy in response to community's needs and recommends revisions for policy to Town Commission. Purchases and catalogs materials, carries out weeding and evaluates donated materials.

9. Initiates and coordinates programs and plans and directs a balanced program of library service to all people in the Library service area; evaluates the effectiveness of library services in relation to changing needs of the community and addresses public complaints.
10. Advises the Board on pertinent issues and gives monthly reports on library operations to the Town Commission. Actively engages in the community by participating in events, meetings and outreach programs.
11. Participates actively in the Librarian's Advisory Council of the Polk County Library Cooperative. Represents the Town with other agencies and entities on a wide variety of issues pertaining to library operations.
12. In coordination with staff, develops and evolves a public relations program to educate and promote library services.

(These essential job functions are not to be construed as a complete statement of all duties. Employees will be required to perform other job related duties, as required.)

Essential Duties:

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QUALIFICATIONS

Knowledge, Skills and Abilities:

- Knowledge of the elements of public library administration and the ability to apply such knowledge to work performed.
- Knowledge of applicable federal, state, and local law, codes and regulations governing public libraries.
- Knowledge of the Town of Dundee, Dundee Public Library and the Polk County Library Cooperative's policies and procedures.

- Sound, expert independent judgment within general policy guidelines in order to set priorities and work independently.
- Interpersonal skills to deal effectively with the public and staff.
- Effective verbal and written communication skills.
- Ability to concentrate on a task despite frequent interruptions.
- Broad knowledge of library materials and methods.
- Proficient knowledge in a wide variety of genres and ability to provide readers advisory assistance for all ages and diverse interests.
- Analytical and organizational skills; ability to anticipate future library needs. Ability to interpret community interests and needs and to translate them into appropriate library services.
- Ability to manage and evaluate programs of service.
- Knowledge of current library, office, and administrative technology.
- Broad knowledge of public affairs.
- Knowledge of public relations and marketing tools
- Ability to communicate effectively orally and in writing for all levels of employees, management, and officials internally and outside of the library and Cooperative.
- Ability to establish and maintain effective working relationships with Town Commission, Town Staff, Advisory Board, Friends, PCLC member libraries, and the public.

EXPERIENCE and TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

EDUCATION and/or EXPERIENCE:

Requires a Master's of Library Science degree issued by an ALA-accredited library school and up to three years of progressively responsible administrative library experience or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Current master of library science students will be considered based on applicable experience and abilities.

A valid Florida driver's license at date of hire.

WORKING CONDITIONS

Physical and Mental Demands:

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

Physical Demands:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls; smell; reach with hands and arms; stand; talk and hear; walk; sit; climb or balance; stoop, kneel, crouch or crawl; and lift or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Mental Demands:

While performing the duties of this job, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; interact with Town staff and other organizations; and frequently deal with dissatisfied or quarrelsome individuals.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee regularly works inside in an office setting.

SALARY RANGE

Salary will be commensurate with education, training and experience and will range from \$29,000 to \$39,000.

The Town of Dundee is an Equal Opportunity Employer and a Drug Free Workplace.