**TOWN OF DUNDEE**DEPARTMENT OF HUMAN RESOURCES

**Position Description**

**POSITION TITLE: Library Director**

**DEPARTMENT:**  **Library**

**SALARY RANGE: $39,000 - $42,000**

**HOURS PER WEEK: 40**

**BENEFIT ELIGIBLITY: Exempt**

**JOB SUMMARY**

Serves as the Department Head of the library 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.

**ESSENTIAL DUTIES**

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. 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.
3. Locates materials, answers questions and requests materials through ILL, refers patrons to outside resources and collections when appropriate to provide information services to patrons.
4. Trains and supervises staff and volunteers to help provide library services.
5. Prepares annual budget and monitors monthly budget expenditures.
6. 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.
7. Initiates and coordinates programs and plans and directs a balanced program and monthly calendar 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.
8. Advises Staff and Commission 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.
9. 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.
10. 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.)*

**QUALIFICATIONS, KNOWLEDGE, SKILLS & 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 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, PCLC member libraries, and the public.

**REQUIRED EDUCATION AND EXPERIENCE**

* Master of Library Science degree issued by an ALA-accredited library school
* 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.
* Valid Florida Driver’s License
* Microsoft Office Skills

**OTHER REQUIREMENTS**

**Working Conditions, Physical Abilities and Mental Demands**

May be required to travel for meetings and attend evening meetings as assigned. Low frequency of exposure to hazardous working conditions in dealing with members of the public. While performing the duties of this job, employee will frequently be required to use hands and fingers dexterously to operate office equipment, will be required to communicate orally, regularly required to sit, stand, walk, occasionally required to stoop, kneel, or crouch and reach with hands and arms and lift up to 25 pounds. Specific vision abilities required include close vision and ability to adjust focus.

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

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.

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 above is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.*

The Town of Dundee is an equal opportunity employer committed to an alcohol/drug free workplace and to providing equal opportunities regardless of age, race, color, gender, religion, national origin, marital status, veteran status, disability, or any other legally protected status.

*Upon receiving a job offer from the Town of Dundee, you will be required to acknowledge and sign below.*

***I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all the stated requirements.***

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**Signature Date**

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**Print Name**