

Clay Center (Kansas) Carnegie Library Director
Job Description (7.22.2016)

The Library Director will be responsible for all aspects of the library's operation, including library science, personnel management, fiscal management, public relations and facility operation.

Qualifications:

- College Degree preferred – High School Diploma or equivalent required
- Training in library science or previous experience in the library field
- Training or experience in personnel management and leadership
- Competency in fiscal management
- Competency in use of technology, including computer skills
- Competency in use of language, written and oral
- Ability and desire to work with the public in a professional manner
- Ability to manage the library building and grounds
- Physical capabilities to include: normal mobility including kneeling, stooping, lifting up to 50#; ability to do repetitive tasks; hand dexterity to handle small items as well as large; ability to hear at a conversational level; vision capabilities to handle library tasks

Responsibilities:

- Maintain scheduled work hours
- Maintain a courteous, helpful and professional manner with the public and co-workers
- Report to the Library Board of Trustees
- Manage the library, ensuring compliance with approved board policies
- Maintain and develop collection
- Perform routine clerical tasks, circulation procedures, and other duties as assigned by the library board
- Assist patrons in using library resources, including but not limited to, technical equipment, software, inter-library loan procedures and general knowledge of the library
- Maintain the privacy of patrons' records and requests according to policy
- Help develop board policies
- Actively participate in continuing education opportunities
- Hire, supervise, evaluate and terminate library staff in consultation with the library board
- Cross-train Children's Librarian and Full and Part-Time Clerks in library operations and business
- Conduct (at a minimum) monthly staff meetings
- Develop an annual budget, meeting legal deadlines
- Maintain financial records
- Calculate payroll and issue payment to staff on time
- Prepare and submit required reports (federal, state, library system) and plans (crisis, emergency, technology etc.)
- Act as a spokesperson for the library, relating library objectives to community needs
- Oversee building maintenance, safety and repair
- Prepare materials for, and attend, all board meetings; understand Kansas Open Meetings Laws
- Perform other duties as needed

Hours of Work:

- The Library Director will work a minimum of 30 hours a week at the library