

# Library Director Position Description



**Summary Description:** The Goddard Public Library (GPL) is seeking a dynamic, innovative, and passionate leader to serve as the Library Director (LD). The ideal candidate will have demonstrated experience and education in library management, budget development and implementation, and operations. GPL will launch a new strategic plan in 2019; community advocacy and outreach, relationship building, and program development are critical job responsibilities for the success of the strategic plan and goals. Equally important is exhibiting servant leadership to train, motivate, and develop staff and volunteers of GPL. GPL strives to be the friendliest public library; the LD must be personable, friendly, outgoing; exhibit adaptability, flexibility, and innovative thinking to advance programs, increase patrons, and meet performance expectations.

**Position:** Library Director  
**Pay Range:** \$34,000 to \$45,000  
**Reports To:** Goddard Public Library Board of Directors  
**Location:** Goddard, Kansas  
**FSLA Status:** Exempt  
**Prepared Date:** 1-16-19

## Overall Knowledge and Skills

- **Administration and Management** — Dynamic servant leader- knowledge of business, clerical, and management principles involved in strategic planning, resource allocation, leadership techniques, record keeping, and coordination of people and resources to prevent duplication and promote efficiencies.
- **Budget Development and Management** – knowledge of financial controls, principals and planning. Practices economical discretion and good judgement. Implements library policies and procedures for dues, fines, and cash collection
- **Communications and Outreach** — Experience and knowledge of advocacy, community outreach, communication, public speaking, social media, and dissemination techniques and methods.
- **Customer Service** — Relatable and personable- exhibits knowledge of principles and processes for providing exceptional and quality customer services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **Computers and Electronics** — Knowledge of computers and handheld devices; common hardware and software, including applications and installing programs. Ability to troubleshoot daily issues. Provide good stewardship of equipment by providing running updates to hardware and software and providing appropriate maintenance.
- **Education and Program Development**— Experience designing innovative and creative programs. Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- **Law and Governance** — Knowledge of federal, state, and local law and regulations. Exhibit a strong understanding of Kansas state statues for library systems, municipal governance and board management.
- **Personnel and Human Resources** — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation.
- **Public Safety and Security** — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- **Relationship Management** — Knowledge and skills to build successful relationships with community and educational stakeholders, elected officials, and businesses.
- **Reporting and Grant Writing** – experience and knowledge of reporting methods, performance standards, technical writing and grant writing.

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## Daily Tasks

- Responsible for daily library operations, budgeting, planning, and personnel activities, such as hiring, training, scheduling, and performance evaluations.
- Keep up-to-date records of circulation and materials, maintain inventory, and correct cataloging errors.
- Plan and deliver patron/community centered programs and services, such as special services for business/education clients, storytelling for children, newsletters, or programs for special groups.
- Book check out and arrangement for interlibrary loans of materials not available in a library.
- Community outreach; represent library internal and external committees.
- Search standard reference materials, including online sources and the Internet, to answer patrons' reference questions.
- Analyze patrons' requests to determine needed information and assist in furnishing or locating that information.
- Develop library policies and procedures.

## Technology and Tools

- Library software and automation systems and associated tools
- QuickBooks
- MS Office Suite
- Internet browser software- Web browsers- Google, Internet Explorer, FireFox ect.
- Document Management software- Adobe Systems, Adobe Acrobat
- Electronic Mail software- MS Outlook, Gmail, Hotmail
- Web platform development software
- Cash registers, credit card machines, web-based cash exchanges
- Desktop and Laptop computers
- Photocopiers, scanners, DVD player

## Minimum Requirements

Education: Bachelor's Degree in Library Sciences, Education or related degree

Work Experience: Three years library operation experience which includes the following:

- Supervisory/ HR
- Budget development and management
- Library Automation Systems
- Program development and implementation
- Fostering board of directors, community, and municipal relationships

Hold a state Driver's License

## Preferred Education:

Master of Library and Information Sciences or Master of Education with Library endorsements

## Physical Demands

While performing the duties of this job, the employee is regularly required to stand; walk, use hands to finger, handle or feel. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds, and occasionally lift and/or move 50 pounds.