



POSITION DESCRIPTION Duchesne County Library Director FLSA Status: Exempt Classification: Executive Salary Grade/Band: 19	04 February 2015 Reports to: Duchesne County Library Board and Duchesne County Commissioner Revised: <u>04/07/15</u> Human Resources Initials: <u>LH</u>
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POSITION PROFILE

Under the supervision of the Duchesne County Commission, performs professional administrative and managerial duties related to planning, organizing and directing the County library system for the citizens of Duchesne County.

Pursuant to UCA Title 9. Heritage, Arts, Libraries, and Cultural Development, §7. Library Development and §9-7-507, Librarian and other personnel, 1. a-c, the library board of directors shall recommend to the county executive (herein Duchesne County Commission or Commissioner) for appointment a competent person to serve as librarian (herein Library Director). The Commission shall, within 30 days of the recommendation, either make the appointment or request that the board submit another recommendation. The Library Director shall be an employee of the county subject to the personnel policies, procedures, and compensation plans approved by the [Commission].

The Library Director or designee shall hire library personnel in accordance with the county merit system, personnel policies and procedures, and compensation plans approved by the Commission.

The Library Director performs a wide range of administrative responsibilities of both the Duchesne and Roosevelt Libraries. Exercises knowledge of the major functions of a public library system; plans, organizes, directs and coordinates the day-to-day operations of the county library. Responsible for the daily and overall operations of both library branches, including overseeing the workflow of staff, School to Careers aides, and assistant managers.

- GOALS**
- To ensure each library experience is a positive one for each patron.
 - To build long standing relationships with patrons, visitors, County personnel, and others.
 - To ensure up-to-date technology and tools exist for both staff and patrons to achieve research and study experiences.
 - To ensure work performance, effective time management practices, and attention to detail of staff and self.
 - To ensure staff training and performance objectives are met satisfactorily.
 - To articulate and convey information accurately and appropriately to staff and public.

- ESSENTIAL FUNCTIONS**
- The Library Director shall act as the executive officer for the library board. (UCA § 9-7-507, d.).
 - Plans, organizes, controls, integrates and evaluates the services provided by the county library.
 - Develops, implements and monitors work plans to achieve library board goals and performance measures.
 - Directs the development of and monitors performance against the annual budget; makes recommendations for annual budget discussion for operations and staffing of libraries.

- Makes department library budget, policy and salary recommendations to the Board and Commission.
- Manages and directs the development, implementation and evaluation of library programs, plans, processes, systems and procedures.
- Provides coordination and policy direction to Library Clerk(s) in defining services to local patrons.
- Plans, organizes, directs and evaluates the performance of staff based on their job descriptions; works with Human Resources to establish/ensure fair performance requirements.
- Plans staff development and training objectives. Regularly monitors performance and provides coaching for performance improvement and development. Implements disciplinary action with counsel of Human Resources in accordance with County policies and procedures. Ensures staff relations is aligned with the professional quality and citizen service expectations.
- Plans and attends board meetings. Administers board policies and works closely with the library board and elected leadership in setting and carrying out the vision, mission and objectives of the library system.
- Maintains transparency to commission and board on important matters related to the operations of the libraries and staff performance.
- Represents the interests of the library to the community, and other governmental and professional organizations.
- Evaluates library services and makes recommendations for improvements; works with elected officials, school officials and civic organizations to develop programs and resolve problems.
- Coordinates public relations and publicity, library tours, summer reading programs and story hour for children.
- Conducts seminars, events, presentations, and prepares materials.
- Authorizes necessary purchases for departmental supplies, equipment, special collections, and maintenance supplies.
- Monitors and approves expenditures as directed by the commission; accounts for all library revenues according to established procedures.
- Confers with IS Director on a long-range technology and communications plans for the library operations;
- Operates computer; prepares backup files; does day end processing.
- Prepares and submits various monthly reports showing activities, statistical and financial data to commission State Library Division, and others as requested and required.
- Trains staff to catalog library materials; answer reference questions; and provide direct patron services;
- Maintains a variety of files and records as required in entering all information pertaining to library records for existing and newly acquired collection items.
- Accepts suggestions for book orders, assists in maintaining circulation files and compiling statistics; assists with inter-library loan requests and relations with Uintah County library system, other agencies, and with State Library staff.
- Consults with assigned public libraries' staff and Boards regarding all aspects of public library operations within the State of Utah, and following State of Utah, Department of Heritage and Arts (DHA), and Utah State Library (USL) laws, rules, policy, and procedures in regards to assigned duties.
- Proficiency in library administration, collection development, cataloging, and referencing.
- Participates in library conferences, locally and statewide;
- Performs other duties and related functions as required.

EDUCATION AND EXPERIENCE

- Bachelor's or Master's Degree in Library Science preferred and five (5) years of public service experience, one (1) year of which in an administrative or supervisory capacity; OR
- An equivalent combination of education and experience.
- Bilingual Spanish preferred but not required.

LICENSES AND CERTIFICATIONS

- Must possess a valid and current Utah Driver's License.

OTHER REQUIREMENTS

- Must be able to successfully pass a criminal background investigation and drug test.

SKILLS/ABILITIES

- Experience in budget development and fiscal responsibility requirements; resource development related to grants, donations, trusts, etc.
- Thorough knowledge of theories, principles and objectives of library service, management concepts and methods related to team building, and empowerment.
- Provide information services and collection development.
- Knowledge of current trends and developments in library services and principles of supervision, training, and staff utilization; anticipates changing needs for library services and facilities.
- Knowledge of library principles legal and political issues affecting library operations and management.
- Exercise principles of negotiation and problem solving; able to maintain confidentiality.
- Possess considerable knowledge of computer technologies affecting the future of library operations and services. Intermediate to advanced computer operations and software/systems utilization and automation.
- Exemplifies professionalism and timely work processes, ability to direct the work of others; establishes and maintains effective working relationships with employees, other agencies and the public.
- Communicates effectively, verbally and in writing; able to interpret and exercise independent judgment as warranted, and to impart information to others when necessary.

PERFORMANCE MEASUREMENTS

- Responsible to meet all expectations of the essential functions and perform the required skills and abilities.

LANGUAGE SKILLS

- Must be able to write clearly and concisely and have a good command of the English language.
- Must be able to respond to inquiries from public and other departments to fulfill requests for information.
- Ability to effectively present information and respond effectively to questions in one-on-one, small group situations.
- Ability to read and interpret documents such as policies and procedures, safety rules, governmental regulations and professional journals.
- Ability to write routine reports and correspondence.

REASONING ABILITY

- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to interpret an extensive variety of instructions in varying forms and deal with several abstract and concrete variables.
- Ability to problem solve and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to convey understandable instructions and/or problem resolutions.
- Ability to add, subtract, multiply, and divide in all units of measurement, using whole numbers, currency, common fractions, and decimals.
- Ability to apply common sense to carry out instructions furnished in written, oral, or diagram form.
- Ability to make independent judgments requiring quick and effective decision making.

PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee is regularly required to stand; sit; walk; talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, run, crouch, or crawl.
- The employee must occasionally lift and/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.

HAZARDS

- There are no significant harmful hazards that are present for this position.
- Work in office setting under florescent lighting which may cause minimal eye strain, but can be accommodated to individual needs.
- The noise level is usually moderate.

ADA STATEMENT

- Ability to perform the essential functions of this position with or without reasonable accommodation.

DISCLAIMER: The above statements describe the general nature, level, and type of work performed by the incumbent) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.