



DUCHEсне COUNTY LIBRARY DIRECTOR OPEN POSITION Open until filled

This is a full-time salary position working M-F and possible Saturdays to support Library sponsored events. Position is located in Duchesne City and provides oversight and supervision to both the Duchesne Library and Roosevelt Branch Library. Wage is commensurate with education and experience. Full benefits package including paid vacation, holidays, medical, retirement, and more.

Grade 13

2015 Salary Band

Minimum	Midpoint	Maximum
\$45,848	\$55,018	\$64,188

Relocation Assistance

If the qualified candidate chosen for this position chooses to relocate to Duchesne, the candidate must relocate in Duchesne County within 90 days of hire. The selected candidate may be eligible for relocation assistance.

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 Commission) 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.

ESSENTIAL FUNCTIONS NOT ALL INCLUSIVE:

- 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.
- Manages and directs the development, implementation and evaluation of library programs, plans, processes, systems and procedures.
- 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 are 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.
- 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.
- 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.

Qualified candidates must also:

be eligible to work legally in the United States

successfully pass a criminal background investigation and drug test

APPLICATIONS

Contact Human Resources for Complete Job Description

County website at <http://duchesne.utah.gov>.

Send completed application with Cover Letter and Résumé to: lhenrie@duchesne.utah.gov

In person: Duchesne County Administrative Office Building, 734 N Center St, Monday through Friday 8:30 AM to 5:00 PM

By Mail: ATTN: Human Resources, Duchesne County Administrative Office Building P.O. Box 346, Duchesne, Utah 84021-0346

DUCHESNE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO EMPLOYING A DIVERSIFIED WORKFORCE.