

## **LIBRARY DIRECTOR**

**Definition:** Under administrative direction, plans, staffs, organize, directs, and evaluates the activities of the Library.

**Essential Functions:** (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge's, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class).

### **Tasks:**

Responsible for library facilities and services provided to the citizens of La Paz County. Sets priorities and provides administrative direction to the library in its acquisition of reading and reference materials and its scheduling and provisions of programming of services provided to library patrons; oversees the long range plans for expansion and automation of community library service; compiles, develops, and recommends department annual budget.

Monitors and administers the approved department budget throughout the fiscal year; supervises the development of department policy and operation procedures subject to guidelines provided by the Town Manager; reviews the on-going programs and services of the library, providing consultation, advice and coaching to the library staff; attends meetings with the La Paz County Commission and outside library agencies; provides information to the media and the public regarding library services, issuers, and programs.

### **Knowledge's, Skills, and Characteristics:**

Knowledge of the principles, concepts, and practice of library science and information systems. Knowledge of organizational and management practices in the analyses and evaluation of library programs.

Knowledge of principles and practices of management, including budgeting.

Knowledge of federal, state, and local laws and regulations affecting library services, inter-library loans, catalog systems, reference systems, and accessibility for those with disabilities.

Knowledge of library cataloging systems and book publishers.

Skill in development implementation and evaluation of library programs and services.

Skill in organization, staffing, planning, and management of a public library serving the community.

Skill in strategic planning and organizational development.

Skill in using office equipment, including a personal computer.

Skill in supervising technical and clerical library staff members.

Skill in establishing and maintaining effective working relationships with community officials, community organizations, groups, Town staff, and library patrons.

**Knowledge, Skills, and Characteristics, Con't:**

Skill in communicating efficiently, orally and in writing.

Skill in researching, evaluating, adapting, and implementing new library service methods, and technology.

Skill in searching databases resources and the Internet.

Skill in accessing information and teaching reference systems.

**Qualifications:**

A Bachelor's degree is preferred.

A minimum of five (5) years experience in a public library.

A combination of education and experience may be considered.

A Current Arizona driver's license or the ability to attain one per state statute.