



Stanley Community Library
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Library Director

Stanley Community Library Job Description

Position Overview: Under the general supervision of the Board of Trustees, is responsible for varied administrative and professional work related to planning, organizing, and directing all service aspects of the Stanley Community Library.

Hours and Wages: 20+ hours a week, depending on planning and programming

Primary responsibilities:

- Responsible for developing print and non-print collections, including selection, organization, maintenance, preservation, withdrawal, and disposal of materials, either directly or through appropriate delegation
- Develops short-term and long-range goals and plans for collections, services, and programs in keeping with the library's mission statement and operating policies
- Confers with the board of trustees to establish operating policies and to review the library's menu of services
- Studies and plans development of library services to meet present and future community needs
- Administers and evaluates library programs such as circulation, reference, reader's advisory services, interlibrary loan, children's services, community services, and public information
- Recruits and supervises the library staff, directly or through appropriate delegation, to create a harmonious team environment
- Administers personnel policies and procedures for library employees, including training, development, scheduling, and evaluation, either directly or through appropriate delegation
- Works with bookkeeper and board of trustees to prepare library budget for approval, and monitors and approves expenditures from the official operating budget
- Participates in the planning, organization, and management of technical services for the library
- Directs public relations to promote and publicize the library's collections, services, and programs within the community
- Maintains knowledge of new developments in the library profession, including technological advances, through professional development opportunities, including but not limited to participation in activities of professional organizations and networks and of the Idaho Commission for Libraries
- Directs the development, repair, and maintenance of the library building and equipment and purchases supplies
- Administers a volunteer program, including recruitment, training, scheduling, and evaluating
- Prepares regular narrative and statistical reports for the board of trustees and the Idaho Commission for Libraries
- Assists in preparing meeting agendas and materials and acts as secretary/clerk to the board of trustees
- Works with Custer County election officials for trustee and other possible elections

Additional responsibilities:

- Assists with direct patron services
- Prepares grant requests to state and federal agencies and non-profit foundations, and administers grant funds upon award
- Advises, consults, and confers with other libraries, professionals, officials, citizens, and community groups
- Serves on professional and community committees, as requested, to advance the library and the library profession
- Attends conferences, workshops, and meetings and reads professional literature to stay informed on issues related to library management and services
- Performs other duties, as required to provide the best possible library service to the community

Supervision

- Received: General supervision and policy advice is from the Stanley Community Library Board of Trustees
- Exercised: Supervises all library staff and volunteers

Preferred Knowledge, Skills, and Abilities:

- Knowledge of the principles, theories, objectives, practices, trends of library management and library science
- Understands concepts of freedom of speech, copyright, collection development, weeding, patron confidentiality, censorship, and other library ethical issues
- Ability to understand, interpret, and implement library policies, procedures, and rules
- Committed to excellence in customer service
- Ability to interact courteously and effectively with library staff, volunteers, the library's business contacts, the board of trustees, and the general public
- Demonstrates support for diversity, equity, and inclusiveness for a respectful and positive environment
- Strong oral and written communications skills
- Ability to work independently and create a positive team environment
- Ability to organize work for efficient use of time
- Ability to prepare administrative reports in a clear, logical manner
- Ability to keep records accurately
- Ability to plan, organize, and follow through on programs, services, and projects
- Thorough knowledge of library resources: print, non-print, and electronic
- Working knowledge of public relations procedures
- Ability to represent the library at professional and community meetings

Minimum Qualifications:

- The skills and knowledge required would generally be acquired with a Master's Degree in Library Science and two (2) years of public library experience. A combination of education and experience that demonstrates the ability to perform the responsibilities of this position may be considered in lieu of stated education and experience requirements.
- Excellent communication skills, good organizational skills, and the ability to prioritize.

- Demonstrated ability to provide effective reference services using a wide range of sources including print, computerized database, internet sources, interlibrary loan networks and other library sources.

Physical Requirements:

- Ability to perform duties in an office environment
- Ability to work in an environment subject to continuous interruptions and background noises
- Ability to work under stress from deadlines, public contact, and changing priorities and conditions
- Ability to operate computers and printers with proficiency using library software, word processing, spread sheets, and the Internet
- Ability to view a computer monitor and/or operate a keyboard for extended periods of time
- Ability to move and/or lift materials up to 25 pounds
- Regularly required to stand, walk, bend, kneel, crawl, reach, climb, balance, and sit
- Regularly required to talk and/or hear; use hand to operate objects, tools, and controls; and reach with hands and arms
- Vision and hearing at or correctable to “normal ranges”
- Ability to read printed materials and information on computer screens
- Ability to communicate effectively with individuals in person, over the telephone, and via the printed word
- Ability to file books, periodicals, files, reports, notebooks, etc. on shelves ranging from 1 to 6 ½ feet from the floor
- Ability to work flexible hours to observe library during all hours of public operation
- Ability to travel to attend meetings

Accommodations: Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

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