



The Gafney Library Job Description Library Director

Reports To: Board of Trustees (Board)

Position Summary: This is an administrative position involving the responsibility for the day-to-day management/operations of the library. The Library Director will exercise a maximum degree of independent action in managing the daily activities of the library and is an advocate for the library within and outside the community.

Library Management:

- Plans, organizes, coordinates, and directs a balanced program of library services to serve the community.
- Maintains files of critical documents: legal, regulatory, invoices/payments, Board minutes, financial reports, etc.
- Formulates and recommends policies to the Board; implements library policies and procedures.
- Uses current technology that supports library functions and programs.
- Recommends and administers policies for the procurement and processing of library materials.
- Attends professional and other meetings on library subjects; networks with other NH Library Directors.
- Manages the Gafney Literacy program and High School Equivalency testing center.
- Recommends the hiring of new employees to the Board for approval. Supervises, trains, and evaluates employees. Recommends and administers personnel policies. Maintains personnel records. Provides in-service programs for employee training and development. Coordinates the volunteer program.
- Performs other duties as requested by the Board.

Financial Management:

- Participates in the formulation of the annual budget with the library's budget committee; directs and supervises the expenditure of library funds.
- Works with the Board in developing fundraising activities.
- In conjunction with the Board and the library bookkeeper, oversees the library payroll and bill paying disbursements.
- Researches, drafts, and submits proposals that help the library receive grant funding.

Facility:

- Responsible for the upkeep and maintenance of the library and grounds
- In conjunction with the Board, is responsible for new construction, repairs, and alterations to the library.

Public Relations:

- Recommends and administers public relations programs and is responsible for the publicity for the library.
- Establishes and maintains effective working relationships with government agencies, civic and community groups, and the general public.
- Represents the library and speaks before community, civic, and other groups regarding the objectives and activities of the library.
- Uses current technology that advertises and promotes the library (such as maintain the library website, use of social media such as Facebook, Instagram, etc.)

Qualifications:

- BA or BS degree (MLIS/MLS preferred).
- Five years library experience and/or similar administrative experience.
- Computer literate. Needs to be comfortable working with Microsoft Office products, ILS, and various social media tools. Needs to be comfortable with learning/using new technology as it becomes available.
- Effective verbal and written communication skills.
- Ability to multi-task.

Professional Development:

- Keeps informed of developments within the library profession.
- Keeps informed of changes in technology and maintains current knowledge of computer use and skills.
- Maintains membership in Library professional organizations such as NHLA.
- Attends workshops and/or seminars as allowed in the budget.

Physical Requirements:

- Ability to lift/carry 25-50 pounds.
- Reaching above shoulder height and below the knee.
- Standing for moderate periods of time.