

Job Posting: Library Director McCord Memorial Library

Resumes, cover letters and three professional references may be sent to mccordsearchcommittee@gmail.com. Application period closes December 31, 2022.

General Description

Plans, manages and directs a broad range of public library functions of the McCord Memorial Library that is responsive to the community's needs for information, education, and recreation.

Hours: 36 Hours, Full time

Salary: Salaried starting at \$36,000

Benefits: Paid time off, holidays, continuing education

Example of Duties

- Manages staff schedules and implements staff evaluations and performance plans.
- Drafts and recommends policies to the Library Board and plans for the implementation of public library goals and objectives.
- Acts as a conduit between Board, staff and volunteers to ensure smooth implementation of fundraising and public relations activities within the daily operations of the library.
- Provides reference services including ready reference, genealogy, and reader's advisory for patrons as needed.
- Maintains building by arranging for maintenance experts as needed (i.e. plumbing or electric) and keeping the Board informed of building and facility's needs.

Reports to: Board of Directors

Supervises: Staff and volunteers

Essential Job Functions

Administration

- Produces and submits mandatory reports such as the Annual Report.
- Prepares work schedules and assigns areas of responsibility.
- Oversees staff professional development and performance.
- Works with the Board Finance Committee to create the budget and presents it to the Board for comment and approval.
- Works with Board and staff to ensure that library standards are met.

Library Service and Operations

- Oversees interlibrary loans.
- Attends meetings of the Board of Directors. Consortium and District Library Directors.
- Ensures the delivery of high quality library programs and services to the community.
- Oversees the continual development of the Library's web site, www.mccordlibrary.org, so that it is an instrument for service delivery, information exchange and public awareness.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities that comprise this position.

Community Relations

- Serves as a representative of the library, advocates for library services and coordinates activities with other agencies, community organizations, municipalities and the media.
- Develops and maintains cooperative relationships with the municipalities we serve.

Development and Strategic Planning

- Prepares grant requests to state and federal agencies and non-profit foundations, and administers grant funds upon award.
- Attends and participates in a variety of meetings, workshops, seminars and conferences. Meets state standards for continuing education.

Physical Demands

The physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of this job including lift 25 lbs., be able to work timely and effectively with deadlines, interact with the public, and pivot to changing priorities and conditions.

Work Environment

Performs highly complex and varied tasks requiring independent knowledge, application of skills to a variety of situations as well as exercise independent judgment.

Knowledge, Skills, and Abilities

- Ability to use computers, email, the Internet, and integrated library systems (Polaris).
- Ability to make administrative decisions, interpret policies, and supervise staff and volunteers. Ability to embrace emerging technologies and apply them in library settings.
- Skills in analyzing issues, problem solving, budgeting and fundraising.
- Skills in advocacy, community relations, staff motivation, team building and Board development. Ability to analyze and solve major problems.
- Skill in sensitively and effectively responding to inquiries and complaints from patrons. Ability to initiate, organize, and follow through on programs, services, and projects.

Minimum Qualifications

- Bachelor's degree in any field, and a minimum of 12 credits in Library Science or willingness to complete Library Science credits during a certification extension process.
- Preferred: Master of Library Science, Library & Information Science, or other relevant graduate degree from an American Library Association (ALA)-accredited program.
- The position includes evening and weekend responsibilities. The position requires successfully passing a criminal background check and all other clearances prior to the first day of hire.

Accommodations

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. McCord Memorial Library is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ethnicity, color, religion, sex (including gender identity, sexual orientation and pregnancy), age, national origin, disability, genetic information, veteran status or any other category protected by law.

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