



## **Library Director**

### **Job Summary**

The position of Director of the Pine Bluff/Jefferson County Library System is a full-time position and the administrative head for all functions of the library. The Director reports directly to the Board of Trustees, in the legal framework established by the Revised Statutes of the State of Arkansas and the agreement signed by the county and city on August 6, 1979. The position requires recommending, implementing, and sustaining the policies approved by the Library Board of Trustees. Independent action, combined with judgement is required daily within the framework of Library policies. The Director performs professional and administrative duties in planning, developing and directing public library services for the library's mission to the people of Jefferson County, and may perform related or other duties as required.

### **Responsibilities**

- Communicates effectively with the Board of Trustees regarding all operations and initiatives, as well as attends all board meetings, prepares a director's report in advance of each scheduled meeting, delivers these materials to the Board, and be the custodian of record.
- Advocates for the library in all settings.
- Oversees the daily management of the library. Develops and maintains spaces and service and maintains a collection of library materials in response to the unique needs of the community.
- Plans, organizes, coordinates, and directs library service in Jefferson County.
- Provides leadership for the coordination and management of library services including planning, budgeting, hiring, assignments, and the integrating of emerging technologies and trends.
- Prepares and administers annual operating budget for the library. Directs and supervises the expenditures of library funds and physical assets.
- Represents the library to local, regional, state, and national organizations and events and encourage staff participation.
- Secures and administers alternate funding sources to include state, federal, and private grants and fund-raising efforts

- Oversee collection development of books, non-print materials and e-commerce material currently used by the library.
- Formulates and recommends policies to the Board of Trustees.
- Administers personnel policy as determined by the Board of Trustees, and the law.
- investigate new trends in library programs, techniques, materials and equipment for improvement of the library's operational function.
- Work with the Executive Assistant to ensure that the Fiscal Policy is being followed.
- Promotes marketing an ongoing public awareness of library services and programs to the community.
- Serves or designates a staff employee to serve as liaison to the Board, the Library Foundation, etc.
- Seeks external funding in support of library initiatives.
- Cultivates, manages, and sustains an organizational culture of respect, teamwork, professional growth and responsibility while rewarding learning, creativity and innovation with staff.
- Review staff performance and make appointment, promotions and dismissals.

### **Qualification and Competency**

- The Director must have sound decision making skills; proven ability to recruit and retain staff through mentoring, coaching, and supervising. A commitment to a high level of public services; budgeting and finance experience; support of diversity and inclusive as core values and a desire to be the library's representative to external organizations and agencies
- Has comprehensive working Knowledge of public library services and administrative practices.
- Has knowledge of economics, finance, public relations, staff development, personnel, and other related subjects as they apply to library activities and operations.
- Leads, motivates, manages, and supervises library staff.
- Has knowledge of supervisory methods and techniques.
- Plans organizes and executes projects.
- Communicates ideas, orally and written, effectively.
- Utilizes innovative techniques.

-Establishes and maintains effective working relationships with elected and appointed officials, other government agencies, civic and community groups and the general public.

- Organizes and assigns projects and makes effective use of staff in order to meet deadlines.

-Uses good judgment and discretion in carrying out duties and responsibilities of the library.

### **Required Qualifications**

Master of Science Library Degree or Master of Library & Information Science Degree from an ALA-accredited institution.

### **Physical Requirements**

-Must be able to occasionally lift up to 25 pounds.

-Limited walking, standing, sitting, bending, stretching, reaching, climbing, stooping and kneeling are required.

### **Compensation and Benefits**

This is an exempt, full-time position. Salary is commensurate with experience and qualifications.

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

Employees are offered a competitive benefits package which includes health, dental, and life insurance, paid annual and sick leave, paid holidays and a retirement program.