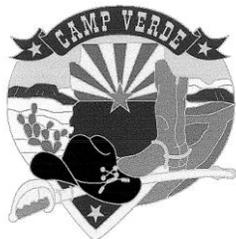


Job Description



LIBRARY DIRECTOR

Department:	Library	Revised Date:	August 2008
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GENERAL PURPOSE: Under general supervision, performs administrative work in planning, directing, and coordinating the operations of the Camp Verde Community Library. The Director will assist in or assume the responsibilities for the day-to-day operation of the library.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Plans and coordinates library operations; develops policies and procedures; implements library programs; formulates library goals, objectives, and priorities; recommend and organize library resources to meet library goals and objectives; study library systems for effectiveness and recommend changes as needed; works in cooperation with the Camp Verde Library Advisory Commission, the Yavapai County Library District, and other local government resources.
- Develops, coordinates, and promotes literacy programs, events and services to meet the educational, informational and recreational needs of the community; organizes, supervises and implements library programs, including literacy, and reading programs; conducts community outreach programs to promote literacy; serves as library spokesperson.
- Oversees collection development; reviews various sources and lists of library books and materials available, evaluates options, selects materials to meet the needs of the community, and purchases additions to the collection; reviews and evaluates current collection and recommends the removal of books and other resources that are no longer appropriate for the collection; develops program policies, goals and objectives; supervises and monitors expenditures and budget throughout the fiscal year.
- Develops library programs and services to meet the needs of the community; speaks to community groups and schools, and develops marketing materials to promote the Town Library and programs; compiles data for statistical and analytical reports of program activities, services and events; supervises, trains and coordinates the work of volunteers and staff; maintains expertise in field of service through participation in applicable educational opportunities.
- Uses knowledge of Library collection and research tools to provide experienced customer service functions; performs professional library reference and research services using specialized bibliographic databases, Internet services and Inter-library loan resources; issues library cards and identity cards, and registers patrons for library programs; assists customers in using computers and retrieving information; searches files and indexes to assist customers with complex research.
- Performs other related duties as assigned or required.

Job Description

MANAGERIAL RESPONSIBILITIES:

Supervises assigned staff and volunteers.

MINIMUM QUALIFICATIONS:

Education and Experience:

Masters Degree in Library Science; AND ten year's professional experience as a Librarian; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license.

Required Knowledge of:

- Town policies and procedures.
- Policies, rules and regulations governing the conduct and safety of library programs and facilities.
- Principles and practices of public library administration.
- Methods and procedures for developing and maintaining library collections.
- Library operations, customer service procedures and research techniques.
- Library classification, cataloging, and acquisition protocols.
- Techniques and protocols for researching a wide variety of online bibliographic databases.
- Business and personal computers, and specialized software applications.
- Basic leadership and supervisory practices and techniques.
- Principles, practices, techniques, and methods of management, budget preparation, and program/project evaluation.

Required Skill in:

- Developing, coordinating and supervising library programs and activities.
- Resolving personnel and organizational problems.
- Reviewing and evaluating work of subordinate staff to ensure the achievement of library objectives and standards.
- Assessing community needs and developing recommendations for library collection enhancements.
- Promoting community support for literacy and library programs.
- Utilizing and maintaining automated library systems and computer equipment.
- Prioritizing multiple tasks, projects and demands.
- Dealing tactfully and courteously with the public.
- Communicating clearly and concisely, both verbally and in writing.

Physical Demands / Work Environment:

- Work is performed in a standard library environment, with light physical demands.