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## **DIRECTOR JOHNSON COUNTY LIBRARY SYSTEM**

Library Director works under the administrative direction of the Johnson County Library Board of Trustees. Director will be evaluated annually by the Board. This is a full-time, exempt, position; a minimum 40-hour week.

The Director's fundamental responsibility is to act as the professional agent for the Johnson County Library Board of Trustees (Board) in offering the best possible library services to the residents of Johnson County, Wyoming. The Director serves as a liaison between the Board and the Library staff, and between the Board and the public. The Director serves as the Board's agent in administering the budget, the staff, the selection of books and other collection material, and the physical facilities of the Johnson County Library System (Library). The Library is an ancillary arm of Johnson County government, and the Board is appointed by, and serves at the behest of, the Board of Johnson County Commissioners (Commissioners).

### **General Description**

1. Manage a public library system (one main and one branch library), including facilities, collections, and personnel to provide library services to patrons.
2. Direct a broad range of public library functions.
3. Provide leadership in creation and implementation of "best practices" in library management/administration.
4. Perform administrative and professional work related to comprehensive planning, organizing, and directing all aspects of services for the Library, including services, activities, and programs.
5. Implement and adhere to all policies adopted by the Board.
6. Develop short- and long-range strategic plans.

### **Specific Responsibilities**

#### **LIBRARY ADMINISTRATION:**

##### **General:**

1. Serve as chief administrative officer of the Library and be responsible for the complete discharge of all duties imposed by law, regulation, and/or the Board.
2. Support and implement directives of the Board.
3. Initiate, administer, and evaluate Library programs such as circulation, reference, reader advisory services, children's services, assisted technology resources, programs, community outreach and relations, library technology and public information. Recommend policies, programs, and changes as appropriate.

4. Maintain knowledge of standard library principles and practices, concepts/laws relative to freedom of speech, intellectual freedom, copyrights, collection development, patron confidentiality, censorship, and other library ethical issues.
5. Plan, organize and regularly evaluate the activities, programs, and services that support the mission and Strategic Plan of the Library.
6. Maintain the integrity of the financial operations of the Library.
7. Oversee and approve, according to policy, scheduled use of Library by outside groups.

**Collections:**

8. Direct the development and maintenance of the Library's collections including books, periodicals, digital media, computer programs, and other materials.
9. Develop print and non-print collections, including selection, organization, maintenance, preservation, withdrawal, and disposal of materials, either directly or through appropriate delegation.
10. Evaluate collection for balance and comprehensiveness.
11. Maintain a record of current inventory of Library collections and materials.

**Technology:**

12. Oversee the planning, procurement, utilization, and maintenance of technical and automation services to deliver, monitor and enhance Library services.
13. Oversee Library's Web site so that it is an instrument for service delivery, information exchange, and public awareness.

**Stay Relevant:**

14. Maintain knowledge of developments in library services, including technological advances.
15. Stay abreast of demographic and usage trends, to make efficient and effective use of limited collection resources.
16. Review and evaluate the Library's services and programs on an annual basis. Report findings to Board and recommend any needed changes.

**Confer/Coordinate with other Entities:**

17. Consult and confer with other libraries, professionals, officials, citizens, and community groups, including educational, cultural, and civic organizations.
18. Foster cooperation between Library and Wyoming State Library Association, its affiliates, WYLD Network, and other entities to make efficient use of funds that provide services to the Library, including coordinating inter-library loans and programming.

**Customer Service:**

19. Strive for users to obtain best possible results from their use of Library facilities and services.
20. Establish and direct a public relations program to promote and publicize the Library's collections, services, and programs within the community.
21. Assist with direct patron services as needed.

**STAFF / PERSONNEL MANAGEMENT:**

1. Develop Personnel Plan, in collaboration with Board, including specific descriptions of staff positions, including whether full- or part-time, specific duties, wages, qualifications for employment, chain-of-command, and causes for dismissal. (Personnel Plan will be part of Strategic Plan)

2. Supervise all Library staff, either directly or through appropriate delegation.
3. Administer personnel policies and procedures for library employees, including training, development, scheduling of work, and performance management.
4. Direct personnel actions including recruitment, selection/hiring (with approval from Board), assignment of duties, retention and termination.
5. Promote staff development by encouraging staff to maintain and upgrade their library and other professional skills and knowledge, through continuing education opportunities.
6. Create opportunities for staff to suggest and implement improvements in Library service, programs, and collections within a customer-focused framework that supports the vision and mission of the Library.
7. Serve as channel of communications between staff and Library associates, including Board, Johnson County Library Foundation, Friends of the Library, and Commissioners.
8. Administer and develop the Library's volunteer program, including recruitment, training, and scheduling.
9. Create, implement and administer Workplace Safety Plan.

### **PROFESSIONAL DEVELOPMENT:**

1. Maintain awareness of trends in library management and technology, legal issues facing libraries, and new ideas for programming.
2. Attend meetings, workshops, and conferences as appropriate to meet goals and needs of Library.
3. Maintain membership and participate in professional library associations, as participation will help Director meet Library and personal professional goals.

### **STRATEGIC PLANNING:**

Work with Board to develop a Strategic Plan which outlines short- and long-range goals to meet present and anticipated needs of Johnson County Library System.

1. Specify goals and plans for collections, services, programs, staffing, infrastructure, etc.
2. Implement procedures and regularly evaluate Strategic Plan for progress toward goals and objectives outlined in Strategic Plan.
3. Prepare, and present to Board, periodic status reports relative to Strategic Plan.

### **FINANCIAL OPERATIONS:**

1. Provide oversight of all accounting and bookkeeping duties, including, but not limited to, preparing staff payroll, payment of bills, preparation for and participation in, regular audits.  
*Delegation of some accounting duties are being considered by Board.*
2. Keep accurate financial records.
3. Prepare narrative and detailed financial reports concerning expenditures, income, and budget status.
4. Report all fiscal activity to Board monthly.
5. Prepare annual budget proposal for Library, reflecting Board's expressed priorities. Proposal shall include services and materials to be provided, and funds needed for implementation.
6. Join Board in presenting proposed budget to Commissioners for approval, explain and defend accordingly.
7. Direct, monitor, and control the expenditure of fund allocations within the constraints of the approved operating budget.
8. Identify, pursue, and support fund-raising efforts through grant writing and other sources of non-tax funding.
9. Administer grant funds received.

### **PHYSICAL PROPERTY MANAGEMENT:**

1. Oversee utilization, operation and maintenance of all Library buildings and ancillary property. Inform Board of any needed repairs/replacement.
2. Coordinate with County Facilities Manager to ensure buildings and grounds are well maintained, functional, and safe.
3. Schedule and supervise contract services and routine maintenance personnel.
4. Include management goals for physical plant in Strategic Plan.
5. Maintain a record of current inventory of Library equipment and furnishings.
6. Annually review and update insurance coverage as necessary.

### **LEGAL RESPONSIBILITIES:**

1. Develop working knowledge of all State and Federal law applicable to public libraries, including those regarding privacy, intellectual freedom.
2. Ensure Library compliance with all laws and policies applicable to employment, for example: equal opportunity, harassment, privacy, discrimination, harassment, disabilities, worker's compensation, ethics, and conflict of interest.
3. Recommend to the Board, policies for the operation of the Library, in accordance with all applicable laws.

### **COMMUNITY/PUBLIC RELATIONS:**

Serve as the primary representative of the Library with various constituencies.

1. Maintain a visible presence for the Library in Johnson County. Identify and pursue opportunities that engender good will toward the promotion of Library.
2. Be responsive to the county's needs for information, education, and recreation.
3. Develop and maintain cooperative relationship with Commissioners, officials of Cities of Buffalo and Kaycee, and other local, state and national organizations.
4. Develop and maintain cooperative relationship with County Treasurer, County Attorney, County Facilities Manager, County Health Officer, and County and City Law Enforcement personnel.
5. Execute public relations as described in Strategic Plan.
6. Handle problems/complaints in accordance with Library policy.

### **BOARD OF TRUSTEE MEETINGS:**

1. Attend and participate in monthly Board meetings.
2. Provide professional expertise and guidance to the Board.
3. Prepare notice and publicize Board meetings according to law and policy.
4. Plan meeting agenda (in coordination with Board Chair), arrange meeting space, prepare related records and materials, notify members of upcoming meetings, arrange for staff to attend/present/participate as appropriate.
5. Prepare and present Director's report at monthly meetings.

### **OTHER DUTIES/RESPONSIBILITIES:**

1. Work closely in an advisory capacity Johnson County Library Foundation (Foundation).
2. Work closely in an advisory capacity Johnson County Friends of the Library (Friends).
3. Cooperate with Foundation and Friends to augment library goals and services.
4. Act as a conduit between Board, staff, and Foundation, Friends, and volunteers to ensure smooth implementation of fund-raising activities within the daily operations of the Library.
5. Accepts and acknowledges gifts of money and library materials.
6. Annually compile and present Library statistics for Board and Commissioner review.

7. Recommend as needed, policies concerning library operations, budget, and programming to Board for consideration.
6. Develop and implement a Safety Plan to include safety policy and procedures for personnel and library users. Identify hazards and formulate strategies to mitigate them. Identify recommended and required safety practices and necessary training. Plan will also include Emergency Procedures and Policy, and Incident Reporting policies/procedures.
7. Take appropriate action in emergencies.
8. Any other duties requested by Board or that are essential to ensuring the Library provides the best possible library service to Johnson County.
9. Attend off-site meetings, in Buffalo, Kaycee, and around Wyoming.
10. Study and, with Board approval, actively support proposed legislation to improve library services on local, state and national levels.

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**The following Knowledge, Skills, and Abilities are necessary to perform the Duties described in this Job Description:**

**KNOWLEDGE OF:**

- a. Principles and practices of library management and library science.  
Examples include but are not limited to: expert knowledge of reference, cataloguing, collections, archiving, information science, computer science, data base management and information management.
- b. Principles and practices of library administration.
- c. Laws applicable to library operation, including, but not limited to, those pertinent to intellectual freedom, disabilities, and discrimination.
- d. Supervision, training, and staff utilization principles.
- e. Principles of preparing and executing a budget.
- f. Computer operating systems.
- g. Library automation.
- h. Current trends and developments in the library profession.
- i. Library resources: print, non-print, and electronic.
- j. Public relations procedures.
- k. Operating budgets and financial recordkeeping, including familiarity with QuickBooks program.

**SKILLS REQUIRED:**

- a. Excellent communication skills.
- b. Excellent organizational skills.
- c. Supervisory skills.
- d. Proficiency with computers, library software, internet and digital communications.
- e. Skill in sensitively and effectively responding to inquiries and complaints from customers, regulatory agencies, and the business community.
- f. Skill in working independently.
- g. Skill in organizing work for efficient use of time and resources.

**ABILITY TO:**

- a. Plan, organize, supervise, and evaluate the work of employees and volunteers in diversified library activities.
- b. Initiate, organize, and follow-through on programs, services, and projects.

- c. Establish and maintain effective working relationships with Board, Foundation, Friends, subordinates, associates, officials of other agencies, and the general public.
- d. With the Board, develop library policies.
- e. Monitor library services, develop and manage the budget, and oversee the physical plant.
- f. Develop short- and long-term development plans and objectives.
- g. Prepare administrative reports in a clear, logical manner.
- h. Keep accurate records.
- i. Understand and interpret library policies, procedures, and rules.

**Qualifications:**

Master’s Degree in Library Science from an American Library Association-accredited institution plus five years progressively responsible experience, OR any combination of experience and training which provides a demonstrated ability to successfully perform the duties of the position.

The Board recognizes that applicant may not currently possess all the requirements outlined in the Director’s Job Description. More important is the applicant’s willingness and ability to “grow” into the job through education, training, and experience.

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*Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.*

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

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