

Albertson Memorial Library

Position Title: Library Director

Position Reports to: The Albany Joint Public Library Board

Reporting to this position: Library Aide(s), Library Page(s), Cleaning Person

Evaluation Period: Annually

Hours Weekly: 20 (minimum) – 25 (maximum)

Duties: The Library Director directs and is responsible for the successful operation of the Albany Joint Public Library. Responsibilities for that operation fall into the following categories: Administrative, Educational, Professional, Technical, and Clerical. Evaluation of the Library Director includes consideration of the following duties:

Administrative

- Implements a plan of short and long-term goals for the library
- Prepares and administers the annual library budget
- Presents monthly report to Board
- Develops and implements policies, procedures, and workflow solutions
- Develops and maintains functional library media center arrangement
- Cooperates with other local libraries to effectively manage interlibrary loans
- Hires, fires, trains, supervises, and evaluates support staff
- Communicates effectively with staff, patrons, and board members
- Supervises or arranges for supervision of all library volunteers
- Completes a state annual report
- Completes grants and evaluation reports
- Manages the facility: building, equipment, technology, and services
- Reaches out to patrons and the community through positive public relations
- With staff, maintains a clean and safe library facility with orderly reading, study, children's play area, and staff work spaces

Educational

- Manages through selection, acquisition, processing, circulation, and de-selection a collection of physical and electronic materials and resources appropriate to the educational, informational, and recreational needs of the community
- Maintains a welcoming atmosphere conducive to lifelong learning
- Plans, evaluates, and implements special programs for all ages to promote the library and provide learning opportunities
- Assumes an active role in early literacy and lifelong learning programs

Professional

- Works to maintain Grade III or higher public librarian certification
- Maintains membership in professional organization(s)
- Attends county-wide and system-wide director meetings
- Attends county library board meetings

- Continues to acquire knowledge through workshops, training, or professional conferences
- Identifies and makes available training opportunities for support staff

Technical

- Maintains library technologies in good working order
- Provides current technologies for patrons and staff
- Remains current in evolving technologies
- Provides training in use of library technologies and programs
- Uses current technologies to communicate with patrons, staff, and board members, and to market services and programs to the community

Clerical

- Maintains files and records following state records retention schedules for public libraries
- Meets deadlines and requirements for board, system, or state reports
- Selects and purchases office supplies
- Oversees notification to patrons of overdue and lost materials

Physical demands:

1. Sit, stand, walk, and stoop.
2. Bend, twist, and reach.
3. Push, pull, and lift objects up to 40 pounds.
4. Use a computer for an extended period of time.

Environmental/Working Conditions:

1. Inside work environment.
2. Flexible work hours, including some evenings and Saturdays, and a minimum of ten (10) hours per week when the library is open to the public.
3. Occasional in-state travel to training and meetings.

Equipment Use:

1. Calculator, telephone, television, DVD player, CD player, copy machine, printer, scanner, fax machine, desktop computer, digital or mobile phone camera, e-readers or mobile devices, desktop computer, laptop computer, projector.

Education and Experience:

1. Education required: Completion of or in the process of completing coursework required to achieve Regular Grade III Public Librarian Certification:
 - a. 54 semester credits, half of which must be in the liberal arts and sciences, at a college or university approved by an accrediting association of more than statewide standing, including or supplemented by 12 semester credits of coursework or the equivalent, approved by the division, in the following areas:
Basic public library administration; Advanced public library administration; Organization and management of collections; Public and community services.
2. Experience required: One year working in a library or related setting.
3. Experience preferred: Additionally, one year of experience supervising paid employees or volunteers.
4. Computer knowledge required: MS Windows, MS Word, MS Excel, social media, common internet browsers, gmail or similar email platforms, digital photograph management, document/file management.

5. Computer knowledge preferred: MS Powerpoint, MS Publisher, databases or library catalogs, web design, digital libraries.

Probation:

1. Employees will be expected to satisfactorily complete a probationary period before attaining permanent status.
2. As a rule probationary periods will be six months in length, but may, if recommended by the supervisor and approved by the Joint Library Board, be extended.
3. Probationary employees can be discharged any time before completing probation: the Library is not required to show cause in discharging a probationary employee, nor is the employee entitled to appeal the action.