

## Henry County Library System

**Job Title: Director**

**FLSA: Exempt**

### **JOB SUMMARY:**

This position is responsible for the planning, operation, organization and fiscal administration of the library system.

### **ESSENTIAL DUTIES:**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

- Administers the overall library program in accordance with Library Board policies and in accordance with local, state and federal laws and regulations.
- Advises the Library Board of Trustees in policy formulation, revision and implementation.
- Attends all meetings of the Library Board of Trustees and those required by the state library agency.
- Prepares, submits and, in concert with the Board of Trustees, defends budgets for the library in accordance with state and county fiscal regulations, and is responsible for executing those budgets in a fiscally responsible manner.
- Ensures that personnel allocations and policies are consistent with the needs of the library system. Employs, promotes, transfers and terminates library personnel as authorized by the Board of Trustees.
- Responsible for planning and implementation of the Library's capital program including technology and buildings.
- Provides direction for the Board of Trustees in strategic planning and implementation.
- Represents the library in the community and statewide.
- Participates in all in-house training opportunities. Seeks and completes professional development and continuing education opportunities.

### **REQUIRED KNOWLEDGE AND SKILLS:**

- Knowledge of personnel practices, building maintenance and operations, and financial management.
- Knowledge of library operations and services.
- Knowledge of legal requirements to operate public libraries.
- Knowledge of local government practices.
- Skill in supervisory techniques.
- Skill in oral and written communications.
- Knowledge of governmental accounting, financial management and budgeting.
- Knowledge of grant writing and administration of grant funds.

**SUPERVISORY CONTROLS:**

The members of the Henry County Public Library Board of Trustees assign work in terms of specific laws or policies. The incumbent is required to exercise judgment and discretion in the formulation of objectives and methods of accomplishment. The work is reviewed annually by the Board for the nature and propriety of the final results of the work.

**SUPERVISORY RESPONSIBILITIES:**

The position has direct supervision over all Administrative Staff. Management responsibility encompasses the entire library system.

**GUIDELINES:**

Guidelines include State of Georgia library laws and regulations and the Library Board's policies. The guidelines require interpretation and the incumbent is required to decide which guideline to apply in each specific situation.

**COMPLEXITY:**

This position is responsible for overseeing the planning, operation, organization and fiscal stability of the library system. Changes in local, state, and federal regulations, technological advances, and changing environment make the work complex, and make planning, operations and budgeting functions difficult.

**SCOPE AND EFFECT:**

The purpose of this position is to oversee the planning, operation, organization, and fiscal administration and stability of the entire Library System. Since the work of the position affects all aspects of the Library's mission, the accuracy and dependability of the Library System are directly affected by the Director's decisions and work processes.

**PERSONAL CONTACT:**

Contacts are typically with other Georgia library system directors, state consultants and officers, County Commissioners, State Representatives and State Senators, members of civic groups, educators, executive officers of public organizations, architects, library staff, other county workers, the general public and attorneys.

**PURPOSE OF CONTACTS:**

Contacts are typically to give or exchange information, resolve problems, provide services, motivate and influence persons and/or justify, defend, negotiate or settle matters in the library and in the community.

**PHYSICAL DEMANDS:**

The job typically involves sitting at a desk or table. Travel is required. Will be required to work at different locations and also some nights and weekends. May involve walking, standing, lifting, and pushing/pulling. Requires manual dexterity.

**WORK ENVIRONMENT:**

Work is typically performed in an office or library setting.

**CONTINUING EDUCATION:**

Completes continuing education classes as assigned; seeks and pursues professional development opportunities with supervisor approval. Shows initiative in improving and expanding professional skills.

**MINIMUM QUALIFICATIONS:**

Education: A Masters Degree in Library Science from an ALA accredited program, and the ability to obtain a professional librarian's certificate from the State of Georgia, grade 5 or higher.

Experience: 10 years of progressively responsible library positions including library operations, construction experience, budgeting and financial management, and human resources.