Dolores Public Library District Job Description

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<th>Position Title:</th>
<th>Director</th>
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<td>Reports To:</td>
<td>Library Board</td>
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<tr>
<td>Date:</td>
<td>January 2020</td>
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<td>Wage Category:</td>
<td>Exempt</td>
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Job Description – Director

General Position Description
The Director serves as the Chief Executive Officer for the Dolores Public Library District and administers all day-to-day Library operations including administrative functions (60%), personnel management (20%), collection/circulation (10%), and programs/marketing (10%). Fundraising plays a minor role in overall job responsibilities of the Director. The Director works under the general direction of and in collaboration with the Board of Trustees. The Director must be knowledgeable about current library science and technology and possess strong organizational, decision-making, supervisory, grant-writing, and marketing skills. The Director must provide both individual and team leadership to a small, committed and experienced staff. The Director is also an active community member, networking and collaborating with the local schools, businesses, and local government.

This is a full-time position and an Exempt Management position as outlined by the U.S. Department of Labor, Fair Labor Standards Act (FLSA), Regulations 29 CFR Part 541. Scheduled regular duty requires forty hours per week; more hours will be required at times.

Essential Functions
Administration

• Administers and oversees the day-to-day operations and functions of the Library.
• Prepares annual budget in collaboration with staff, following local and state regulations, for Board approval.
• Monitors budget, receives and expends funds, and maintains up-to-date, accurate financial records within approved budget, according to established guidelines.
• Leads the development and management of plans for programs and services.
• Prepares and submits all reports, records, and grants as required.
• Keeps current with library trends, issues, and technology as well as political, economic, and demographic issues that may affect current and future Library services and programs.
• Conducts use studies; analyzes statistics; performs research; and designs measurement tools to determine the needs of patrons.
• Researches, writes, submits, and administers grants for Library services and programs.
• Assists the Board with the creation of the strategic plan and short- and long-term goals.
• Assists the Board with the development of Library policies and procedures. Ensures that Library policies and procedures are consistent, fair, in compliance with local, state, and federal laws, and in the public’s interest. Enforces Library policies as needed.
• Provides administrative support to the Board. Prepares and distributes agendas, reports, materials, and other information as needed.
• Informs the Board of issues and problems relating to the Library; assists with, and promotes, the continuing education of board members; and assists with orientation of new board members.
• Serves as official custodian for all Library records and information.
• Advocates for improved funding of the Library and all libraries.
• Performs other duties as assigned.

Revised 1/10/2020
Essential Functions (Cont.)

Personnel

- Supervises, coordinates, and evaluates all staff and volunteers. Sets performance standards and monitors performance through constructive and cooperative working relationships. Provides recognition for the achievement of work expectations and goals. Maintains personnel files.
- Responsible for all personnel decisions in conformity with Library policy and federal, state, and local laws.
- Responsible for the administration and compliance of payroll and benefits.
- Enforces personnel policies and enacts disciplinary actions or terminations as needed.
- Develops and manages staff training. Encourages professional staff development.
- Works with staff to develop and keep job descriptions and operating policies and procedures current, relevant, and in compliance.
- Demonstrates professional standards as set by the Colorado State Library and recognizes the importance of confidentiality and intellectual freedom.

Collection/Development

- Evaluates and approves the acquisition and processing of all Library materials and resources, within budgetary constraints, in collaboration with staff, based on standards, policies, and procedures, and as determined by patron needs and interests.
- Ensures proper cataloging and filing of all library materials and resources in collaboration with staff.
- Develops, implements, and ensures compliance of collection policies and procedures in collaboration with the Board.

Circulation

- Develops and coordinates concepts, practices, techniques and innovations to improve the quality, productivity, and variety of Library services and programs.
- Researches trends for more efficient Library operations including the catalog and patron services.
- Upholds and enforces Library policies and procedures as needed.
- Maintains confidentiality in all patron and staff interactions.
- Ensures that all patrons receive an exceptional level of customer service.
- Provides technical support or instruction to patrons and staff on all library equipment and devices.
- Troubleshoots technical problems either on own or in conjunction with internal or external IT.

Marketing

- Approves and oversees the Library’s marketing plan, including online platforms.
- Serves as community liaison to advocate and promote Library services and programs.
- Represents the Library at community or professional meetings.
- Serves as the official Library liaison to Friends of the Dolores Public Library, communicates Library needs, and assists with fundraising activities.
- Develops working relationship with local media and school district.
- Joins appropriate local, regional, national library organizations.

Facilities

- Ensures a safe, secure environment for patrons, staff, and Library materials.
- Deals with disruptive or problem patrons, responds to emergencies, and enforces Library policies as needed.
- Develops and enforces facilities maintenance practices and procedures for resources, space, and equipment.
- Provides necessary reports and ensures safety conditions are met.
- Provides an environment that is a source of community pride.
Job Qualifications
Experience working for a library district preferred. Must have excellent customer service skills. Experience with technology and personnel management desired. Work experience and/or professional skills in accounting, budgeting, HR functions, and facilities management are highly desirable.

Education or Formal Training
At a minimum, a candidate must have a bachelor’s degree in library science or non-profit administration or education or a related field and experience working as a librarian or significant work experience in public service or nonprofits.

Supervisory Duties
Supervises all staff and volunteers and is the final authority for all personnel decisions.

Environment
Work is performed in a normal public library environment, working with staff and the general public. Our purpose is to provide an environment that encourages reading and learning by all groups.

Physical Activities
To successfully perform this job, the employee is required to have close visual acuity with or without correction, able to perceive sounds at normal speaking levels with or without correction, and have the ability to give and receive detailed information through oral communication. The employee is often required to sit and use a keyboard. The employee is also required to stand, walk, reach with arms and hands, climb or balance, and to stoop or kneel in order to locate and obtain information, materials, or equipment of a wide variety of sizes and shapes throughout the Library, typically not more than 10 pounds. Work includes some physically challenging work such as moving furniture or boxes to storage facilities, not to exceed 50 pounds. Moving books, walking and standing for extended periods, and carrying a reasonable selection of materials between usage and storage sites is mandatory.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The Director must have a valid motor vehicle operator’s license and be able to drive to meetings, trainings, and other events. Appropriate dress, as for a business office, is required at all times while working in or representing the Library.

Compliance/Other
This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This job description does not constitute an employment agreement between DPL and the employee and is subject to change as the needs of DPL, and the requirements of the position, change.

As an Equal Opportunity Employer, the Dolores Public Library District does not discriminate on the basis of race, color, religion, gender, national origin, disability, pregnancy, sexual orientation, political party, genetic information, military status, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors. For more information, please contact the Library Director or the Board of Trustees.