



CULLMAN COUNTY COMMISSION

JOB DESCRIPTION

<u>JOB TITLE:</u>	Library Director	<u>FLSA CLASS:</u>	Exempt
<u>DEPARTMENT:</u>	Library	<u>PAY GRADE:</u>	EX2
<u>REPORTS TO:</u>	Public Library Board	<u>EFFECTIVE DATE:</u>	12/12/2023
<u>STATUS:</u>	Full time	<u>CLOSING DATE:</u>	Posted until position is filled

NOTE: Statements included in this description are intended to reflect the general duties and responsibilities of this job and are not interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included. Management retains the discretion to add or change the duties of this position at any time.

RELATIONSHIPS

Subordinate Staff: Library Personnel
 Internal Contacts: County Commission; Elected Officials; All County Departments
 External Contacts: General Public; State Library Officials; Other Libraries; Vendors; Auditor; Other State and Federal Regulatory Agencies

SUMMARY

The employee is responsible for overseeing the overall operations of the Cullman County Library System. Supervises county library employees. Plans and updates library programs, information systems and collection selection.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities of this position include, but are not limited to, the following. Other duties may be assigned.

Administrative and Supervision

- Supervises county library employees and ensures library is operated in a professional manner.
- Prepares subordinate employee job evaluations and reviews performance evaluations of all department employees.
- Carries out disciplinary actions as needed and according to county policies and procedures.
- Supervises preparation of or prepares and compiles monthly annual reports and forwards to the Library Board and Alabama Public Library System (APLS).
- Trains employees of new library methods and systems.
- Approves of department spending, issues checks and ensures spending is within given budget with the exception of county personnel budget.
- Implements policies and directives of the library board
- Ensures library facilities are properly maintained and notifies library board of foreseeable building needs or improvement projects.

Planning and Coordinating

- Plans for and updates library programs, information system and collection selection.
- Analyzes and develops annual budget and submits to the Library Board, county commission, local municipalities and APLS for approval.
- Coordinates and attends Public Library Board meetings and makes presentations as needed.
- Serves as a liaison between County Public Library board and other local library boards to coordinate joint ventures, programs and events.

- Coordinates the professional development of library staff to ensure the staff is aware of latest trends and professional issues.

Public Relations

- Represents the library through local media outlets, within the community and professional associations.
- Actively seeks support and funding through personal contact, with active involvement in the community, development activities and grant writing.

KNOWLEDGE, SKILLS AND ABILITIES (* may be acquired on the job)

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required.

EDUCATION/EXPERIENCE

- Possess a MLS degree or equivalent from a graduate program accredited by the American Library Association and five (5) years' experience overseeing the operations of a library system, however any combination of education and experience which provides the characteristics listed below, will be considered.

ADMINISTRATIVE and/or TECHNICAL SKILLS

- Ability to communicate effectively with the general public, subordinates and state officials.
- Knowledge of the materials and services found in modern public libraries.
- Knowledge of current trends and issues in library administration and management.
- Knowledge of the operations of public library systems to include related laws and legislations.
- Ability to effectively represent the library system before local groups and the professional community, including public speaking ability.
- Knowledge of the proper use of library technology equipment.
- Ability to direct and supervise the work of others.
- Ability to handle multiple projects, set priorities and work under deadlines.
- Skill to manage multiple employees while building consensus among employees to provide optimum public service

LICENSES and CERTIFICATIONS

- Possess and maintain a valid driver's license and have a driving record that meets standards set by the county's insurance carrier.
- Ability to be bonded and maintain bonding.

OTHER SKILLS and ABILITIES

- Ability to attend conferences and seminars.
- Ability to develop effective working relationships with co-workers, department employees and public officials.
- Ability to work non-traditional hours including nights and weekends.

PHYSICAL DEMANDS

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

WORK ENVIRONMENT

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated and ventilated.

HOW TO APPLY

Please submit a current resume and cover letter to apply@ccpls.com to apply for this position.

The Public Library Board and Cullman County Commission are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, national origin, disability, or any other protected status.