

FRANKLIN COUNTY LIBRARY SYSTEM

JOB DESCRIPTION



PLACE: Lilian S. Besore Memorial Library

POSITION: Director

REPORT TO: Executive Director

Duties and Responsibilities

I. Management

- A. Oversee training, evaluate, and supervise personnel, delegating responsibility as appropriate.
- B. Outline duties for maintenance and custodial staff.
- C. Communicate with staff through monthly meeting, memos, and daily interaction.
- D. Plan and implement programs and services based on strategic goals of the library and system.
- E. Select new materials for library according to System Collection Development Policy.
- F. Oversee spending from Besore's general budget and special funds.
- G. Evaluate gift materials according to the Collection Development Policy.
- H. Evaluate items in the collection for weeding.
- I. Recommend library policy revisions to the Executive Director and carry out the policies of the library system as adopted by the Franklin County Library System Board of Directors.
- J. Report regularly to the Executive Director and the Board of Directors.
- K. Participate in hiring Besore staff members.
- L. Serve customers at the circulation desk on a regular schedule and provide additional service support as needed.
- M. Maintain and report customer use statistics to the Executive Director in accordance with standard procedure.
- N. Submit copies of Besore and System monthly reports to President of Besore Association Board.
- O. Attend, or send a representative to, Besore and System Board meetings as requested.
- P. Participate in at least 8 hours of relevant continuing education per year (available through in-service days and other events)

II. Public Relations & Consulting

- A. Actively get to know the community by becoming involved in local organizations and initiatives.
- B. Maintain public and community relations (including speaking to groups, giving tours, making presentations to the Association Board, and Friends)

- C. Prepare posters, flyers, press releases, and presentations as needed, in cooperation with the Executive Director and Consultant Librarian.
- D. Consult with Executive Director and Consultant Librarian about planning to meet community needs
- E. Update Besore Association Board on any building-related issues and concerns as they arise and work with the board to resolve them. Maintain open channels of communication to foster a quality working partnership between the Association, branch director, and FCLS.

III. Technology

- A. Work with cataloging specialist on any acquisition/cataloging/processing questions as needed.
- B. Assist in maintenance of automated library management system.
- C. Assist patrons with use of computers and software as needed.
- D. Notify System or contracted technology staff of technology problems and needs.
- E. Participate in technology training and planning.

IV. Perform other duties as assigned by the Executive Director.

Qualifications

- I. Master's Degree in Library or Information Sciences
- II. PA Professional Level Public Library Certification
- III. Three years of public library administrative experience with emphasis on the ability to lead and direct the work of others.
- IV. Familiarity with a variety of library concepts, procedures, and trends.

Position is a full-time 35 hour work week salaried position with competitive benefits and retirement plan.

Starting salary \$35,000.