



FLSA	EXEMPT
NOTICE REQUIREMENT	30 DAYS
RANDOM ALCOHOL/DRUG SCREENING REQUIREMENT	NO

LIBRARY DIRECTOR

Job Summary: (General summary/objective)

The Library Director is responsible for the strategic and efficient delivery of accessible information resources and programs in creative and effective support of public education, life-long learning and skills development, and community engagement. The incumbent performs leadership, management and technical work in support of the library system and the entire County government organization, their employees and those they serve.

Key Responsibilities/Essential Functions:

Leadership

- Do the right thing.
- Actively participate on the County Executive Leadership Team.
- Promote the vision, mission and values of the County.
- Encourage and facilitate the self-management of staff individually and in teams pursuant to established policies, procedures, goals and standards.
- Monitor and report to executive leadership library science and practice trends, conditions, regulatory proposals and developments, innovations and best practices.
- Initiate and assist in the conception and development of library services strategies, goals, plans, programs and systems (including, in consultation with the Library Board of Trustees and County Administration, a Five Year Library Capital and Operating Plan).
- Advocate and lobby legislators and regulators to promote laws and policies that promote, facilitate and support local and regional library facilities, resources and services.
- Represent the County and library at meetings and public events.

Management

- Direct, supervise and manage library staff, directly or indirectly, to achieve community, organizational, departmental, branch and program goals.
- Assist with the hiring of staff in coordination with the Department of Human Resources.
- Ensure continued and appropriate professional development of self and staff.
- Administer policies of the County and of the Library Board of Trustees.
- Authorize the purchase of library materials and supplies, ensuring compliance with budgets and County procurement policies and procedures.
- Ensure the proper collection, management, reporting and deposit of library fines and fees and the proper management of expenditures.
- Actively participate in County management meetings.
- Manage daily operations of the Blue Ridge branch library.
- Serve on the Directors Team for management of shared functions of the Roanoke Valley Libraries consortium.

- Ensure the accurate preparation and timely submission of all required reporting to the Library of Virginia including preparation of Bibliostat and applying for state aid grants.
- Participate in planning for annual summer reading program.

Technical

- Report and cooperate with Facilities, Technology Services and other County departments and staff, as necessary, for the development, repair and maintenance of library buildings, grounds and equipment.
- Prepare, monitor and manage annual budgets.
- Approve employee timecards including leave requests.
- Assist with direct patron services, as needed, including circulation and reference.
- Serve as Secretary to the Library Board of Trustees.
- Provide technical support to the Friends of the Library and attends regular meetings.
- Perform other related work as required or assigned.

Job Requirements:

- Graduate degree from an American Library Association accredited program in library science.
- Prior library management experience required.
- Five (5) years of demonstrated effective senior management experience in a progressive public library organization preferred.
- Demonstrated comprehensive knowledge of library theory and best practices.
- Ability to direct, supervise and manage the work of staff to achieve desired outcomes.
- Ability to positively represent the County and the library at community and professional meetings and conferences.
- Ability to speak and write effectively to varied audiences and utilizing standard communications and presentation technology and applications.
- Ability to initiate, organize and follow-through on programs, services and projects.
- Demonstrated knowledge of current trends and developments in the library profession and services.
- Demonstrated proficiency with library technology and automation, Microsoft Office applications and email.

Physical Demands/Special Work Environment:

- Constantly operates a computer, other office equipment. These tasks involve movement such as picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Substantial movements (motions) of the wrists, hands, and/or fingers.
- Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading and data entry.
- Worker must be able to remain at workstation in a stationary position for up to 50% of the time.
- The person in this position needs to occasionally move about inside the office to attend meetings, access file cabinets and other office machines.
- The person in this position frequently communicates and exchanges information with colleagues and subordinates who need detailed instructions on work assignments. Must be able to exchange accurate information in these situations.

- The person in this position occasionally is required to traverse across uneven grounds; small spaces; and wet, snow or ice covered walkways.

Reports to: Deputy County Administrator; Library Board of Trustees for policy administration

Supervisory Responsibility: Supervises departmental staff consisting of technical and administrative professionals.

Botetourt County provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Employee Signature

Date

Supervisor Signature

Date