

**PLUMMER PUBLIC LIBRARY**  
**JOB DESCRIPTION**  
**TITLE: Library Director**

**General Statement of Duties:** Library Director is responsible for administration, management and direction of library services, programs and building; Subject to the policies, goals and objectives of the Library Board of Trustees; Has an appreciation, understanding and support for literacy and lifelong learning.

**Examples of Duties:**

- Purchases materials, supplies, books and equipment for library.
- Develops annual budget proposal for review and approval of Library Board.
- Responsible for paying the monthly bills.
- Prepares Library Board meeting agendas in cooperation with the Board and types Board meeting minutes from secretary's notes.
- Attends Board meetings, Inlandshares Library Group, training sessions requested/required by state or local agency, and educational conferences.
- Maintains library's financial records and Board meeting minutes in preparation of annual city audit and as required by state records retention laws.
- Generates reports as necessary for Board, city, county, state and federal agencies.
- Collects and compiles statistics as needed for reports.
- Oversees, coordinates and delegates daily library operations.
- Ensures weekly courier pick-up and delivery to and from Coeur d'Alene Library for ILG member libraries.
- Provides library services and public relations.
- Recruits, selects, hires, trains, supervises, evaluates and terminates library staff and/or volunteers. Schedules employees and assigns routine duties.
- Coordinates, creates and organizes community programs such as summer reading, story times, field trips, family literacy events.
- Participates as Ex-Officio member of Friends of the Library volunteer advocacy group.
- Oversees and conducts maintenance/repairs of building which includes obtaining assistance from or in conjunction with the city and/or hiring professional contractors when needed under direction of Board.
- Ensures cleanliness of building and routine maintenance of equipment.

- Registers patrons and issues patron cards. Maintains patron records confidentiality.
- Shelves items accurately in accordance to Dewey Decimal system.
- Manages and develops the library's inventory/collection: making repairs, weeding; purchasing, cataloging and processing new materials for circulation.
- Performs operation of library application software in a network environment. (Circulation and cataloging of library materials).
- Provides assistance to patrons locating items on the OPAC, (online public access catalog) use of Lili databases, reference information and referral, photocopies, faxes, basic computer assistance and troubleshooting.
- Collects patron fees (fines, faxes, photocopies, used book sales) and works with staff to recover overdue items.
- Handles correspondence and mail.
- Oversees updates of the website.
- Obtains adequate funds for library operation under direction of Library Board which may include meeting with city officials and writing grant applications.
- Conducts library advocacy and outreach; Maintains awareness of opportunities for partnerships with other community organizations; Communicates with clientele to promote library services, materials, and programs.
- Implements policies established by Idaho Library Laws, City of Plummer, and local Board; i.e. By-laws, collection development, conference room use, personnel, patron behavior and computer use, etc.
- Handles the public in an effective yet courteous and positive manner.
- Provides excellent customer service to the best of one's ability.
- Performs other duties as may be required by the Library Board.

**Working Conditions:**

- Mostly inside work environment
- Some travel for meetings, conferences or continuing education sites
- Regular evening and some Saturday hours

### **Equipment Used:**

- Book Processing equipment & supplies
- Computers
- 2-line Phone
- Calculator
- Copier/Printer/Fax machine
- Security Cameras
- Heat Pump HVAC system
- Outdoor Sprinkler System

### **Physical Demands of Position :**

- Standing, sitting, walking, going up and down stairs
- Bending and reaching
- Adequate hearing, talking & use of telephone
- Good vision
- Lifting and carrying up to 45 lbs.
- Dexterity: Typing, Writing, Filing, Sorting, shelving
- Mobility to travel to meetings outside the library

### **Mental requirements:**

- Communication skills: effectively communicate information in written and oral form
- Reading ability: effectively able to read and understand information and instructions
- Mathematical ability: calculate basic addition, subtraction, multiplication or division without aid of calculator
- Analytical Skills: identify problems and opportunities; utilize available resources when making decisions
- Problem solving skills
- Planning and organizing skills
- Time Management: set priorities to meet deadlines; self-motivated and ability to multitask

### **Skills, Knowledge and Abilities:**

Knowledge of public library procedures and techniques

Ability to pass basic proficiency test.

Ability to hire, train, supervise, evaluate and discipline employees, coordinate and delegate work schedules, maintain high standards of library service.

Ability to work independently; self motivated.

Familiarity with community in which the library is located and how to serve diverse public of all ages.

Understanding of the unique nature of small rural communities and the library's role in the community.

Ability to prepare comprehensive reports; ability to communicate and make presentations concisely in written and oral form.

Ability to use office equipment and various forms of technology.

Ability to handle patron records and keep records confidential.

Ability to think analytically to make informed, sound and reasonable decisions in accordance with established policies.

Ability to handle multiple tasks simultaneously.

Knowledge of basic financial bookkeeping.

Proficient in Microsoft Office; Accurate filing and typing skills essential.

### **Distinguishing Characteristics:**

The library director reports to and is accountable to a five-member Board of Trustees appointed by the City Council.

### **Acceptable Education and Experience:**

Some college or related degree is preferred.

High School graduate plus experience in library operations, finances and customer service/public relations

An equivalent combination of education and experience which provides the required skills, knowledge and abilities to perform the job.