

Library Director

South Mississippi Regional Library System

Position Definition: Develops, administers, supervises, and coordinates the work of the Library and staff, performs managerial duties related to personnel, budget, collection development, building maintenance, and library operations and services in conformity with the policies established by the Board of Trustees.

Principal Duties:

- _ Plans, implements, and evaluates library services.
- _ Develops, implements, and evaluates long and short term goals and objectives.
- _ Develops and administers policies concerning library operations, budgets and programs.
- _ Handles complaints in accordance with policy.
- _ Provides supervision and delegates responsibilities to the library staff.
- _ Recruits, trains, organizes, assigns, evaluates, and terminates personnel.
- _ Conducts staff meetings.
- _ Prepares the annual budget and presents it to Board of Trustees for approval.
- _ Presents Board-approved budget to Marion and Jefferson Davis Boards of Supervisors and Bassfield, Prentiss and Columbia Boards of Aldermen for approval and allocation.
- _ Upon budget allocation decision by funding authorities, presents budget to Library Board of Trustees for adoption.
- _ Oversees payroll and bills. Files and pays employee health & life, PERS, state taxes and deferred comp.
- _ Directs and controls the expenditure of fund allocations within constraints of approved budgets.
- _ Purchases new equipment and furnishings.
- _ Accepts and acknowledges gifts of money and library materials.
- _ Pursues additional funds via grants and fundraising.
- _ Prepares financial and statistical reports.
- _ Prepares agenda and attends Board of Trustee meetings.
- _ Attends meetings and gives updates to the Friends of the Library.
- _ Supervises maintenance of library building, equipment, and furnishings.
- _ Oversees equipment of furnishings and book collection.
- _ Oversees the evaluation of the collections for balance and comprehensiveness.
- _ Cooperates with community groups and governing officials to implement library services.

- _ Maintains open communication with Boards of Supervisors and City Aldermen.
- _ Speaks before local groups as needed.
- _ Dresses in a professional manner to represent the library.
- _ Oversees and approves scheduled use of library by outside groups.
- _ Prepares questionnaires and surveys to evaluate public responses to the library.
- _ Keeps informed of current developments in library field by attending workshops, professional meetings, and reading current literature.
- _ Maintains membership in professional organizations.
- _ Provides direct services to patrons as needed
- _ Performs any other duties necessary for the operation of the library.

Knowledge, Skills, and Abilities Required:

- _ Master's Degree in Library and Information Science from an ALA accredited college or university.
- _ Five years of progressively responsible library administration experience including at least three years in a supervisory capacity is desired.
- _ Excellent communication skills and organizational skills.
- _ Ability to administer the activities of a public library and to supervise the work of others.
- _ Ability to develop short and long term development, plans, and objectives.
- _ Maintains knowledge of standard library principles and practices, concepts of freedom of speech, copyrights, collection development, patron confidentiality, censorship, and other library ethical issues.
- _ Proficiency with computers, popular library software, internet and digital communications.
- _ Thorough ability to establish and maintain effective working relationships with superiors, subordinates, associates, officials of other agencies, and the general public.
- _ Ability to maintain composure in stressful work situation.