

Library Director

FLSA Classification: Exempt

Reports To: Board of Trustees, Chair of the Board

Supervises: All Staff

General Statement of Duties

The library director is responsible for identifying, recommending, planning, organizing, supervising, and evaluating the full range of public library services offered to Amelia County. The library director is accountable for effective library operations and compliance with policies and laws.

Work involves responsibility for the provision and management of rural library services to patrons and community organizations. The library director must have thorough knowledge in every area of the public library field.

This position is exempt from Fair Labor Laws. The following are indicative of the primary areas of responsibility, but do not include all possible categories of duties.

- Administration
- Budgeting
- Managing and Hiring Staff
- Planning, Evaluating, and Reporting
- Policy Recommendation
- Stakeholder Relations

Experience and Training

This position requires an ALA-MLS and at least five years of professional experience, including a minimum of two years at a senior level or in management.

Physical Requirements

The following physical requirements are representative of those that should be met to perform this job. Reasonable accommodation will be made for disabilities.

- Ability to communicate effectively
- Ability to cope with the mental and physical stress of the position
- Ability to lift forty pounds and carry it across the library
- Ability to reach items on the top and bottom shelves

The library director must provide his/her own transportation in the conduct of duties.