

Reform Public Library  
302 1<sup>st</sup> Street S.  
Reform, AL 35481  
205-375-6240

## **Job Description**

### **Library Director**

Position Classification:	Exempt
Benefits Eligibility:	Eligible
Reports To:	Reform Library Board
Hours:	32 Hrs. per week
Salary:	\$11

### **Position Summary**

In keeping with the mission of the Reform Public Library, the Library Director is responsible for developing and supporting all efforts necessary to maintain a public library which is responsive to the community's needs for information, education, and recreation. Working closely with the Board of Trustees, the Library Director assists in developing/updating library policies, monitors library services, develops library programs, develops and manages an annual budget, supervises other staff and volunteers, oversees the physical plant, and stays informed of developments in library management. Reform Public Library is a small, rural library serving a community of about 1,625 citizens. The library houses approximately 18,000 material items, currently has 10 public access computers, and has an annual budget approximately of \$50,000 (including the director's salary and any applicable benefits).

### **Primary Responsibilities**

- Responsible for developing print and non-print collections, including selection, organization, maintenance, preservation, withdrawal, and disposal of materials
- Coordinates inter-library loan program efforts
- Prepares and presents library budget proposal for approval by the library board
- Responsible for the collection and accounting of fines, fees, and other charges / income
- Prepares grant requests to state and federal agencies and non-profit foundations, and administers grant funds upon award
- Prepares and maintains forms / information for eligibility to receive State Aid to Alabama Public Libraries as required by the Alabama Public Library Service (APLS) and the Pickens County Cooperative Library (PCCL).
- Confers with the Library Board of Trustees to establish operating policies and to review the library's list of services
- Reviews and evaluates the library's policies, services, and programs on an annual basis

- Develops short-term and long-range goals and plans for collections, services, and programs in keeping with the library's mission statement and operating policies; studies and plans development of library services to meet present and future community needs
- Participates in the planning, organization, and management of technical and automation services for the library
- Directs public relations to promote and publicize the library's collections, services, and programs within the community
- Presents special programs, such as book reviews, lectures, and instructional activities to extend library services and facilities into the community
- Maintains knowledge of new developments in the library profession, including technological advances, through professional development opportunities, including but not limited to participation in activities of professional organizations and networks and of the Alabama Public Library Service (APLS)
- Interacts with the appropriate city employees for the maintenance of the library's building
- Administers the volunteer program, including recruitment, training, scheduling, and evaluating
- Prepares annual statistical reports for the Library Board, the City of Reform, and the Alabama Public Library Service
- Assists in preparing meeting agendas and materials and participates in Library Board of Trustees meetings
- Advises, consults, and confers with other libraries, professionals, officials, citizens, and community groups
- Attends conferences, workshops, and meetings and reads professional literature to stay informed on issues related to library management and services
- Serves on professional and community committees, as requested, to advance the library and the library profession
- Maintains inventory of the library's equipment, furniture, and supplies
- Prepares specifications for purchase of equipment and supplies
- Conducts Story Hour for preschool children
- Plans, coordinates, and conducts annual Summer Library Program for children
- Assists with direct patron services and fills in at public service desk as needed
- Establishes priorities as determined by need
- Supervises the library staff (if any) to create a harmonious team environment
- Administers personnel policies and procedures for library employees, including training, development, scheduling, and evaluation
- Participates in the recruitment and selection of library personnel
- Performs all other duties, as required or assigned

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

- Thorough knowledge of the principles and practices of public library functions.
- Thorough knowledge of the principles and practices of public administration as applied to a public library.
- Thorough ability in oral and written communications.

- Thorough ability to administer the activities of a public library and to supervise the work of others.
- Thorough ability to make decisions in an environment of limited resources and competing claims.
- Thorough ability to establish and maintain effective working relationships with superiors, subordinates, associates, officials of other agencies, and the general public

### **Working Conditions**

The physical requirements for this job include:

The ability to exert moderate, constant physical effort such as sitting, walking, standing, bending, stooping, crawling and kneeling for 100% of the time; repetitive motion for more than 75% of the time; lifting of objects and materials weighing 50 pounds or less for less than 25% of the time; lifting of objects and materials weighing less than 5 pounds for more than 75% of the time; and pushing and/or pulling of objects and materials weighing less than 150 pounds for less than 25% of the time.

The ability to perceive and discriminate visual cues or signals 100% of the time.

The ability to communicate verbally more than 50% of the time.

The ability to perform written communications more than 50% of the time.

Exposure to environmental conditions such as heat, cold, dirt, dust, and bright/dim lighting for more than 50% of the time.

**This position is also required to perform all other duties as assigned.**

ACCOMMODATIONS: Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

### **Qualifications and requirements**

Candidates for the position of Library Director should have a minimum of a high school diploma.

Preference will be given to those with a Bachelor's degree from an accredited university in a library related field with experience in a public library environment. He / she should also have experience in progressively responsible administrative positions. A master's degree in Library Science or Library Media is preferred but not required.

Candidates should also possess a working knowledge of office production software such as Microsoft office including Word, Publisher, Excel, etc.