EMPLOYMENT NOTICE

JOB TITLE: LIBRARY DIRECTOR

DEPARTMENT: BURNET COUNTY LIBRARY SYSTEM

LOCATION: JOANN COLE MITTE MEMORIAL LIBRARY - BERTRAM

SALARY: COMMENSURATE WITH EXPERIENCE (GROUP 68 - $21.76 - $28.26)

GENERAL STATEMENT OF DUTIES: Library director performs a broad range of managerial and administrative tasks including planning, budgets, reporting, information analysis and evaluation, customer service, collection development, policy oversight and supervision of staff, volunteers, programs, services and collaboration with library support groups. Applicant must have proficiencies in current and emerging library technologies, strong work ethic and be self-motivated, organized and detail oriented. This position requires interaction with the community.

EXPERIENCE & EDUCATION: Small Library Management Certification with three years library experience or Master of Library Science degree from an ALA accredited library program with 2 years public library experience, or five years library experience in public libraries with supervisory responsibilities.

EQUAL EMPLOYMENT OPPORTUNITY: Burnet County complies with all State and Federal laws re: non-discrimination against any person in job structuring, recruitment, examinations, election, appointment, placement, training, upward mobility, discipline, or any other aspect of personnel administration based upon race, age, religion, color, disability, national origin, sex, political affiliation or belief, or any other non-merit factor. Personnel decisions shall be made on the basis of occupational qualifications and job-related factors such as skill, knowledge, education, experience, and ability to perform specific jobs.

APPLICATIONS: Each applicant is required to submit an application for employment with pertinent information regarding training and experience. Work references are required. Application forms may be obtained between the hours of 8:00 am and 5:00 pm from the Human Resource Office, Room 103, Burnet County Annex on the Square, 133 E. Jackson Street or from the Burnet County website (www.burnetcountytexas.org). Completed applications will be accepted at the Human Resource Office or by email sluther@burnetcountytexas.org or by fax at 512-715-5259, until August 28, 2020 at 5:00 pm.
GENERAL DESCRIPTION
This position, under the supervision of the County Judge, administers all functions of the library and is responsible for the daily operations to ensure that the library is open, staffed adequately, and operates efficiently. Manages weekly, monthly, and annual reporting as required by County and State officials. Hires and supervises all employees at the Bertram branch and Oakalla branch 25 miles away, all of the Burnet County Library System.

ESSENTIAL RESPONSIBILITIES AND DUTIES
1. Plan, organize, and manage the daily services and operations of the library
2. Manage collection development and determine current and future needs and trends corresponding to community interests
3. Plan the development of library services to meet the needs of the public
4. Communicate with patrons, employees, and other individuals to answer questions, disseminate or explain information, and address complaints
5. Requires regular attendance and timeliness
6. Prepare, submit, and administer budget
7. Oversee accounting procedures and reconcile and validate moneys collected for deposit and invoices to County offices
8. Evaluate technology needs and troubleshoot and resolve technology problems
9. Recruit, select, train, and manage staff
10. Review and administer policies and procedures
11. Interact with government, educational, community, and library support groups
12. Direct public relations to promote and publicize library in the area
13. Maintain knowledge of current library developments, trends, and issues
14. Initiate plans, develop and implement grants, keep records, and maintain schedules for personnel and events
15. Oversee or perform various tasks such as supervising volunteers, directing cross-training, and accepting donations
16. Create and promote programs as needed
17. Catalog and process items as needed
ADDITIONAL RESPONSIBILITIES
Including, but not limited to:
1. Perform other duties as assigned by the County Judge within the scope of this department
2. Other various tasks necessary for the operation of the library

EDUCATION REQUIREMENTS
- High school diploma
- Small Library Management Certification with three years library experience or Master of Library Science Degree from an ALA accredited library program with 2 years public library experience or
- Five years library experience in public libraries with supervisory responsibilities

EXPERIENCE AND SKILLS
- Able to plan, organize, delegate, and utilize library skills to meet work objectives
- Decision-making skills: ability to analyze and solve problems, coach, and manage conflict
- Customer service skills
- Able to operate computers with current Windows/Microsoft systems and office equipment with competence
- Able to forecast and administer budgets requiring a basic knowledge of mathematics and accounting practices
- Able to develop performance expectations and conduct performance reviews
- Articulate proficiently in written and oral communications with the ability to speak, read, and write in English
- Able to read, comprehend, and implement technical and non-technical materials
- Able to learn new technology and have a basic understanding of current technological trends and trouble shooting
- Able to make decisions and work without direct supervision
- Manage multiple tasks concurrently without loss of quality on any task

PHYSICAL DEMANDS AND WORK ENVIRONMENT
- Able to lift up to 50 pounds
- Stand or sit for extended periods of time
- Walk, bend, stoop, reach, kneel, grasp items, pull/push carts, crawl, sit on floor, climb using stairs, ladders, and stepstools
- Touch, hear, feel, see, and read within a high and low range
- Tolerate odorous people and materials, including molds, allergens, and other possibly offensive objects
- Maintain janitorial duties as needed

SPECIAL CONDITIONS
- Exempt position with some Saturdays and after hours required
- Frequent collaborations with Burnet County Library Directors
- Occasional travel for work at other library locations
- Must have reliable transportation for errand and travel on library business
- Requires appropriate attire and footwear to be worn daily

Revised 3/26/2019