Library Director - Job Description

The Library Director is a full-time, salaried position with a range of up to $70,000, DOE. Benefits will include participation in the State of Nevada's Public Employees Retirement System, (PERS), Health, Dental/Vision and Life Insurance, paid annual and sick leave accrual.

How to Apply
Submit cover letter, resume, certifications, degree, and two letters of reference to Pahrump Community Library, 701 East Street, Pahrump, NV 89048 Attention: Assistant Director. assistdir@pahrumplibrary.org

Closing Date: OPEN

Director
Organizational Relationship

- Reports to Library Board of Trustees
- Supervises all Library Departments and personnel

Responsibilities include but are not limited to:
Responsibilities to Patrons

- Provides a quality collection that meets the needs of the public.
- Envisions and interprets community needs, developing new programs and services for all segments of the community.
- Assures that the staff is responsive to patrons and deals with them in a pleasant manner.
- Resolves complaints from the public, staff, and the Library Board.
- Assures that the library environment is pleasant and that the facilities and services meet patron needs and are easy to use.
- Assures that the Library is staffed at all times to meet patron needs.

Responsibilities to the Library Board
- Recommends policies and advises the board on operational, fiscal, staffing, and facility matters.
- Meets with the Library Board and its committees to discuss and plan policy recommendations.
- Keeps the Library Board informed on matters pertaining to libraries.
- Prepares various reports, for Board approval.
● Prepares agendas for Library Board Meetings.
● Works with Board committees to carry out their directives.
● Maintains confidentiality of all Board matters.
● Performs other duties as may be assigned by the Library Board.

**Fiscal Responsibilities**
● Performs budgeting, financial, and purchasing functions of the Library.
● Carries out the responsibility for the care, custody, and control of all monies of the Library, including the investment of funds in accordance with state statues.
● Approves and signs all purchase orders and checks
● Conducts/supervises all fund-raising activities for the Library.
● Prepares for the annual budget hearing, which includes operational expenses, capital projects and debt service, and estimating revenue to be received for the Library.
● Attends budget hearing then submits reports to the Department of Taxation.

**Material selection and Collection Development Responsibilities**
● Assures that the materials selected and the services provided meet the needs of the patrons and represents a judicious expenditure of funds.
● Supervises and approves the selection and purchase of all Library materials, equipment and services.
● Supervises development, implementation and evaluation of Library programs.
● Supervises an effective weeding program, which assures the collection is current with the needs of patrons.
● Coordinates selection of memorial and gift purchases.
● Interacts with Vendors and salespeople as necessary.

**Director (cont’d)**

**Staffing Responsibilities**
● Determines staffing requirements and hires the personnel necessary to meet those needs.
● Supervises the selection, training, and evaluation of Library staff.
● Assigns duties, defines staff responsibilities, establishes lines of authority, and delegates work to Library staff.
● Directly supervises the Youth Services Specialist, Reference Specialist, and Assistant Library Director.
● Works closely with supervisors and department managers in interpreting Library policies.
● Assures personnel are properly trained and promotes individual development.
● Assures that there is an effective and fair evaluation of all personnel and the at proper records are maintained.
● Informs the Board of disciplinary and possible dismissal actions.
● Balances and coordinates all employees and activates into a smoothly operating whole.
● Verifies/approves times sheets for all personnel.
● Approves travel expenses and leave requests for department managers.
● Plans and conducts staff meetings, including staff in-service days as needed.
● Recommends needed improvements in working conditions, fringe benefits, classifications, job descriptions, and salary scale.
● Coordinates Library services with department managers.
· Encourages staff development by providing opportunities for staff to attend job-related workshops and conferences.
· Communicates staff concerns to the Board.

**Facilities Responsibilities**
· Assures that the physical facilities, grounds, and equipment are properly maintained, updated, and safe for use.
· Oversees the Library’s human material. Equipment, and facilities resources.
· Evaluates and develops plans for effective allocation and utilization of building space to meet the changing needs of the Library.
· Evaluates and selects Library furniture, fixtures, and equipment.
· Initiates and/or coordinates any grant-writing efforts as needed.

**Public Relations Responsibilities**
· Communicates the Library’s services, resources, and programs to the community.
· Represents the Library in the Community. And in governmental, organizational, and professional affairs and activities.
· Works closely with the Assistant Director on the promotion of Library services and in the preparation of Library publications.
· Serves as liaison to the Friends of the Library.
· Works with the Assistant Director in acknowledging gifts and donations in a timely manner; generates and maintains appropriate records.

**Planning Responsibilities**
· Develops and recommends an annual operational plan and a long-range plan when requested by the Board; ensures that plans are carried out within budgetary constraints and at the discretion of the Board.

**Director (cont’d)**

**Library Development Services Responsibilities**
· Initiates, coordinates, and implements a long-range planning process.
· Develops and initiates special projects.

**Professional Responsibilities**
· Presents and promotes a professional atmosphere both in and out of the Library.
· Represents the Library through participation in professional Library organizations.
· Keeps abreast of current trends and new professional techniques.

**Job Requirements**
· Knowledge of the principles and practices of public Library functions.
· Knowledge of the principles and practices of public administration as applies to a public Library.
· Ability to administer the activities of a public Library and to supervise the work of others.
· Ability to establish and maintain effective working relationships with superiors, subordinates, associates, officials of other agencies, and the general public.

**Qualifications**
Graduate of a college or University with a degree related to Library science, social science, business, or public administration. Three years of professional Library experience, including at least one year as a Librarian in charge of a small Library or in charge of a major division of a large Library.

*Special Requirements*
Masters of Library science from accredited University.

Physical Demands
While performing the duties of this position, the employee is frequently required to handle, feel or operate objects, tools or controls; talk and hear; reach with hands and arms, stand, walk, and/or grasp objects. The employee is occasional required to climb, balance, kneel and crouch. Employee is required to lift up to 25 pounds.

Work Remotely

- No

Job Type: Full-time
Pay: Up to $70,000.00 per year
Schedule:

- 8 hour shift

Ability to commute/relocate:

- Pahrump, NV 89048: Reliably commute or planning to relocate before starting work (Required)

Education:

- Master's (Required)

Experience:

- professional library: 3 years (Required)

Work Location: In person