

# ROWAN COUNTY HUMAN RESOURCES

## JOB DESCRIPTION

**Job Title** : Library Services Director  
**Department** : Library  
**Revised** : June 2006

**Class** : Official/Administrator  
**FLSA**: Exempt

*This job description supersedes any prior description for the Library Services Director classification.*

### **GENERAL DESCRIPTION**

Highly responsible professional and administrative work in directing the County library system. A high degree of initiative and judgment are necessary, as is competence in public relations work. Work is performed under general supervision of the County Manager and the Library Board of Trustees and is evaluated by analysis of progressing achievement and through periodic conferences.

**ESSENTIAL JOB FUNCTIONS** (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Plans, directs, monitors, and controls a variety of library services and programs.

Hires and manages departmental personnel; evaluates job performance and completes performance appraisals on staff supervised; and discharges employees as necessary.

Promotes community awareness of the library's mission, goals, and services by developing and maintaining an active public relations program.

Establishes and maintains effective working relationships with other governmental agencies, civic and community groups, and the general public.

Delegates specific library operations, duties, and responsibilities to appropriate staff and supervises their performance.

Develops policies and procedures for all aspects of library service throughout the system to maintain a cost effective and service oriented operation.

Develops services and programs to meet the needs and desires of the county publics and to stimulate greater awareness of and use of the library resources.

Directs the maintenance of library buildings, grounds, and related property; plans and directs the design of new facilities and alterations and expansions of existing facilities.

Prepares annual operating budget request; monitors and controls approved budgetary expenditures; prepares a variety of reports.

Maintains an active role in library professional associations and attends workshops, conferences, and other meetings for professional development.

### **OTHER JOB FUNCTIONS**

Performs related duties as required.

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*Management reserves the right to add or amend duties at any time.*

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of laws and regulations relating to library operations.

Knowledge of current administrative, business, and personnel management methods and techniques, and concern for costs and economies in operation.

Knowledge of program budgeting and accounting procedures.

Knowledge of building programs, and the management and maintenance of buildings and grounds.

Extensive knowledge of the principles, practices, and techniques of modern library operation.

Considerable knowledge of the organization and functions of county government.

Considerable knowledge of the location and character of various urban and rural areas of the county.

Ability to plan, organize and administer a public library system to meet the needs of the county.

Ability to interpret library objectives and policies to patrons and to government officials, civic, and community groups.

Ability to instruct, organize, direct, and supervise departmental staff.

Ability to communicate effectively, orally and in writing.

Ability to deal tactfully and courteously with the public.

Ability to establish and maintain effective working relationships with employees, elected officials, and the general public.

### **PHYSICAL REQUIREMENTS**

The work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Employee may be exposed to hazardous materials.

### **EXPOSURE CONTROL**

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

### **MINIMUM EXPERIENCE AND TRAINING**

Master's Degree from an American Library Association accredited institution in Library Science and five years of professional experience in library work including supervisory and administrative responsibilities; must be eligible for certification by the North Carolina Library Certification Board.

**This job description does not create an employment contract,  
implied or otherwise.**