



Rains County

Library Services

Library Director
150 Doris Briggs Parkway
Emory, Texas 75440
Phone: (903)473-5000 ext 283
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Job Description – Library Director

Classification:	Classified
Job Title	Library Director
Category:	Department Head/Manager
Basic Function:	<p>The Rains County Public Library Director is responsible for all aspects related to the administration and development of public library services. This position also plans and executes an annual department budget. This employee generally works an 8:00 – 5:00 shift, Monday through Friday with additional hours required for performing administrative and management duties. The Director supervises subordinate staff, assigns, directs and evaluates their work.</p>
Essential Job Functions:	<ul style="list-style-type: none"> • Plans, organizes, and directs the operation and services provided by the library. • Analyzes, prepares, and submits recommendations for library policies and service improvements to the Commissioner’s Court, implements approved recommendations by developing procedures and communications necessary to administer and coordinate library services. • Develops, submits and administers the library budget; obtains and administers grants. • A non-voting member of the Library Advisory Board, participates in all board meetings, recommends policies and keeps the board informed of library services. • Establishes supports and actively participates in public relations programs designed to promote library services within the community; Represents the library at public venues and educates the public on county library services. • Performs a full range of supervisory responsibilities including employee recruitment, selection, placement, training, counseling, evaluation and discipline. • Provides work environment conducive to self-motivation, open communication and team approach to productivity. • Maintains and coordinates the development of a balanced collection of library materials relative to the needs of the community. • Directs and implements strategic planning activities; Develops and recommends short and long-range plans and programs for library services. • Receives and resolves patron complaints. • Prepares numerous monthly and annual reports to the Commissioner’s Court, Library Advisory Board, and Texas State Library and Archives Commission.

	<ul style="list-style-type: none"> • Maintains awareness of current library problem areas and potential solutions by attending and participating in professional training; maintains active membership in state, regional and national library associations.
Skills/Abilities:	The Director of Library Services requires excellent supervisory skills and the ability to effectively communicate with subordinate staff and members of the general public verbally and in writing using the English language. This employee must have the ability to perform multiple tasks simultaneously, which requires frequent change of tasks under time pressures. The Director must be able to utilize personal computer, word processor, and library management software to perform essential job functions. This employee should have the ability to develop library programs and administer library services within budgetary limitations.
Physical Requirements:	In order to successfully perform the daily tasks of this position the employee needs to be able to: lift and carry various objects and equipment weighing up to 40 pounds for a distance up to 10 feet; exert a pull/push force up to 40 pounds; and employ various static and dynamic postures such as standing, walking, forward and overhead reaching, handling (gripping & grasping), fingering, turning, talking, hearing, near and far acuity, depth perception, peripheral and color vision, sitting, squatting, kneeling, bending, stooping, twisting, balancing, and climbing ladder/stairs.
Knowledge:	The Director of Library Services should have an excellent working knowledge of all budgetary, administrative, and personnel requirements related to public library operations. Above-average computer and automation skills as related to the delivery of library services are essential. The Director interprets and ensures compliance with County policies and procedures analyzes data pertaining to forecasting and developing library services and applies knowledge obtained through continual review and analysis of professional journals. The Director must understand county budgeting procedures and be familiar with developing documents related to the formal budgeting and funding process.
Qualifications:	The Director of Library Services must possess a Bachelors Degree from an accredited college or university, plus have two years of library work experience. The Director must also complete the Small Library Management training within three years of hire or school certification in library science, and acquire a minimum of 15 hours per year in continuing education or 3 hours of college credit per year.
Reporting Relationship:	The Director of Library Services reports directly to the Commissioner's Court.
Terms of Employment:	Fulltime position.