

# Library Director Job Description



The library seeks a community-focused, creative, and visionary Library Director to manage the total library program within the framework of the Library Board of Trustees' plans, policies and budget. The Library Director must be committed to the future of Hesston Public Library and work to constantly improve library services and collaborative opportunities.

**Hours per week:** Salaried / Exempt  
**Insurance or Benefits:** Medical Insurance, KPERS Retirement, Vacation and Sick Leave  
**Wage:** Dependent on qualifications, negotiable

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## JOB FUNCTIONS:

- Plans and directs the operations and activities of the library within the established policies, procedures and practices established by the Library Board of Trustees, with assistance from support staff
- Hires, supervises, directs, develops, supports and dismisses library staff; delegates tasks to employees as necessary; conducts employee reviews; trains new staff members
- Seeks partnerships with area agencies, businesses and organizations, and works with appropriate committees within the City of Hesston and community through active involvement and marketing of the library
- Administers library policies, oversees the maintenance of a policy handbook, and recommends new policies and revision of policies as necessary
- Assesses community needs, develops proposals, and allocates resources to meet those needs
- Assist in planning programming and public relations initiatives, including children and young adult programming, adult programming, early literacy initiatives, and community relations activities in collaboration with the program coordinator.
- Assist staff and patrons with various library projects: digital archives, library website, social media post, donations, interlibrary loans, book repairs, and other daily library functions.
- Selects library materials, orders and catalogs library materials, continually evaluates and weeds the collection, evaluates and adjusts the library collection development policies as necessary
- Guides library technology development and trains library staff in its usage, when necessary
- Oversees accounts payable and receivable with the bookkeeper; participates in development of annual budget and reports the final budget to the city council; prepares documents for yearly audit; develops short-term and sustainable funding through appropriate fiscal management, grants, and fundraising activities
- Develops, maintains, and implements emergency procedures and other safety precautions; maintains a safe library environment
- Oversees the library facility, noting problem areas and possible areas for improvement. Responsible for overseeing repairs in areas outside the scope of the City of Hesston's responsibility.
- Supervises the maintenance of complete records and files for the library
- Procures supplies for library, programs, and cafe
- Participates in area, state and national library associations and activities
- Reports to the board of trustees monthly and participates in a yearly director's evaluation.
- Other duties as assigned

## QUALIFICATIONS:

- Bachelor's degree required; MLS or MLIS preferred or equivalent work experience.
- Able to adapt to a changing environment, and able to multi-task

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- Excellent written and verbal communication skills. Bilingual is a plus but not necessary.
- Approachable and friendly - displays an eagerness to help; can assist patrons and handle situations with sensitivity and tact
- Committed to upholding patron confidentiality and privacy

## TECHNOLOGY COMPETENCIES

- Displays familiarity with technology devices and programs so as to assist others; demonstrates proficiency with Microsoft Office, and Google suite
- Properly use library automation software for reporting and acquisitions functions
- Troubleshoot and maintain all library computers, copiers/printers, projectors, e-readers, and tablets
- Use Facebook, Twitter, WordPress, and Constant Contact for communicating with library users
- Use and troubleshoot library telephone system, internet router and modem, and other technologies
- Maintain an active technology plan to assess library needs and budget for future expenditures
- Work with technology vendors for troubleshooting, upgrades, and purchases
- Work with technology staff from the South Central Kansas Library System on technology upgrades

## ESSENTIAL SKILLS:

- Must be able to pay attention to details while performing multiple tasks simultaneously for periods of 2 hours or longer. Must be able to stand or sit for long periods (4 hours or more). Requires ability to safely move about the library and work areas. Must be able to stand at work areas higher than desk height. Must be able to walk to work areas without falling
- Must be at work and able to work without excessive absences
- Must be able to speak clearly, distinctly and professionally in English. Must be able to hear and understand library patron requests
- Must be able to communicate to co-workers and customers concisely to answer questions and explain library policies
- Must be able to enter correct information into library computers for book processing and circulation
- Familiarity with the Dewey Decimal system is a plus
- Must be able to shelve items in alphabetical and numerical order
- Must be able to see in order to view a computer screen, see when a patron needs assistance, and maintain a safe and secure library environment
- Must be able to use a computer and peripherals, telephone, copy machine, scanner, and other library technology
- Must be able to lift and carry 25 pounds and push carts containing library items
- Must be able to learn new information and recognize and apply new learning in transactions
- Must be able to learn new duties and procedures and implement them into work habits within library-specified timelines

It is the declared policy and practice of the Hesston Public Library to extend equal employment opportunities to all qualified persons in all occupations and all levels of occupation without regard to race, color, sex, religion, national origin, ancestry, marital status, age, political affiliation, sexual orientation, disability or other non-merit factors, except in cases of bona fide occupational qualifications. The Hesston Public Library does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities.