Crockett County Public Library

Ozona, Texas

**County Library Director Position**

ESSENTIAL DUTIES AND RESPONSIBILITIES

Overview:

Direct supervisor of the Crockett County Public Library under authority of the Commissioners Court, the Director provides services in technology training and digital learning, from one-on-one to group training for library patrons of all ages and staff; effectively uses a range of technologies (i.e. Computers, Tablets, Digital Cameras and Mobile devices); software (i.e. Microsoft Office Word, Excel Software, Catalog and Circulation Software, etc.); and Social Media Services (i.e. Twitter, Facebook, Pinterest, etc.). Works as Head Librarian to establish outreach goals and create programs for the Crockett County Public Library. Manages and coordinates schedules for staffing for the Library and with the Library Board and Friends of the Library.  Must also perform professional work in budget, collection development, reference, reader’s advisory service, collection maintenance, outreach, instruction, or other specific library fields.

JOB AND EDUCATIONAL REQUIREMENTS

Full time position with Crockett County – 40 hrs/week, includes insurance and retirement at agreed upon salary($35,000-40,000). Library Director applicants must meet the requirements of Grade II County Librarian Certification.

Description of Possible Duties:

Report monthly to Commissioner’s Court. Direct the library with the aide of the

Library Board and the Friends of the Library through regular meetings.

Prepare annual operating budget. Be responsible for payroll, ordering and payment of all books and

materials for the library collection, and operation within the budget.

Ensure the library meets all recommendations of the Texas State Library and Archives Commission; training, annual report, Summer Reading.

Be able to travel and attend all meetings, training sessions, and workshops from the

Small Country Library Consortium and the Texas State Library and implement newly

learned skills and operations. Attend the Texas Library Association Conference.

Prepare and administer policy and guidelines for staff, library service and operation.

Supervise all staff and volunteers in the library. Be prepared to train staff, volunteers,

and patrons in library procedure, computers and equipment.

 Coordinate with all County officials and employees to keep the library maintained,

 clean and attractive.

Selects and maintains material for the library collection, explains library policies and procedures to patrons. Shares ideas and knowledge with professional organizations, district committees, and other entities.

Creates magical and transformative experiences for our library customers, both adult and children, through programs, workshops, and presentations.

Designs “how-to” training for staff, from utilizing a digital camera, to searching the library databases, to creating marketing materials in programs like Print Shop and Publisher.

Exhibits curiosity and a passion for exploring new technologies, machinery, and approaches to presenting technology for the public and staff.  Makes recommendations to the Library Board for new technology purchases, seeks potential grant sources for implementing exciting new technologies, equipment, and programs.

Other duties as assigned. The above statements are intended to describe the general nature and level of responsibility.

Qualities, Knowledge, Abilities, and Skills:

The Library Director should be authoritative, dependable, creative and open-minded, progressive and aggressive in directing the services and personnel of the library.

You have a knowledge of libraries and liking for people and books. Be able to guide and direct the library’s service and mission to the community. Be able to provide leadership, good public relations, and be dedicated to the future and development of the library. Have the ability to train and improve performance on the job.

You are organized and resourceful. Have motivation, persistence, and patience.

Have good office skills, experienced with budgets and payroll.

You are a wizard at teaching our library patrons and staff how to use technology in all its forms, from e-readers, to desktop programs, to scanning and beyond.

You love meeting, inspiring, and teaching people and display excellent communication skills in a

variety of formats.  Enjoy the work and have pride in the success of the library.

Physical Requirements and Work Setting:

Works in a pleasant, air-conditioned work environment; prolonged periods of walking, standing, carrying, bending, and reaching; periodic lifting up to 25 lbs; visual acuity and basic manual dexterity required.

Education and/or Experience Required:

College Degree with MLS or a related field, with some library experience preferred.

Presentation or training experience

Excellent communication skills