

Library Director Buena Vista Public Library

Job Summary and Duties:

Under the direct supervision of the Board of Trustees of the Buena Vista Public Library (the “Board”), the Director is responsible for the total operation of the Library and the development and implementation of its programs. Responsibilities include, but are not limited to:

- Assist the Board with long range planning, policy development, and managing all Library resources
- Perform all necessary Human Resources duties, including hiring, dismissal, evaluation and supervision of both employees and volunteers.
- Organize the acquisitions, access, and control of collections.
- Facilitate the design and implementation of services and programs for all ages.
- Oversee the maintenance and safety of the Library building and grounds.
- Develop and maintain active and positive working relationships with the town of Buena Vista and Chaffee County governments, community leaders, and the local media.
- Oversee the design and implementation of technology required to keep the District current.
- Oversee all financial responsibilities of the District.
- Assist patrons with information, material, and program requests.

Work Demands:

Have or can obtain a valid Colorado driver’s license or identification, must have reliable transportation. Normal office demands are encountered daily, including lifting of boxes and movement throughout the building or event site. Use of telephone and computer technologies is mandatory. The candidate must pass applicable driving and criminal background checks.

Administrative Services:

1. Serve as the Library's executive officer, including maintaining a comprehensive view and multi-year perspective of the Library's function.
2. Implement and review for changes, the policies of the Library as established by the Board.
3. Serve as the technical advisor to the Board.
4. In conjunction with the Board, oversee preparation of the annual Library budget for Board discussion and approval.
5. Receive and expend Library funds according to established guidelines and maintain accurate and up to date records showing the status of Library finances.
6. Recruit, interview and hire individuals for employment; train, supervise, evaluate and terminate, if necessary, Library staff in conformity with Library policy and state and federal law.
7. Prepare Board meeting agendas and necessary reports in cooperation with the Board chair and notify public and Board members of scheduled meetings in accordance with Library policy and state and federal law.
8. Prepare required reports and documents for review and approval by the Board including all records of the data necessary to complete the Colorado Public Library Annual Survey.
9. Inform and advise the Board as to local, regional, state and national developments in the library field and work to maintain communication with other area libraries and the Colorado library systems.

Technology Management

1. Supervise or delegate the day to day installation, maintenance, minor repair, and troubleshooting of the Library's network, hardware, software, peripherals, office equipment, electronic devices, and other technology-related areas.
2. Oversee planning of all technology changes, upgrades, and supervise the personnel responsible for those upgrades.
3. Ensure staff has appropriate training in the use of equipment and software.

Collection Management:

1. Work with staff to develop and support an energetic community of Library Loan users.
2. Develop and implement long-range strategy of collection management.
3. Supervise staff tasked with Collection Management to ensure that
 - Library materials are catalogued and classified according to accepted standards;
 - Materials for all formats and all age groups are chosen based on the Library's approved collection development policy;
 - Materials are processed in a timely and professional manner.
4. Develop and maintain a regular weeding schedule.
5. Ensure public access catalogue is maintained.
6. Oversee shelving and organization of materials.

Service and Service Promotion:

1. Train, supervise, and when necessary assist, staff who provide the public with information, service, and program requests, including working one-on-one with the public.
2. Supervise, and when necessary assist, staff who develop and execute an array of programming to address the community's various needs and users, and to make the Library more accessible to all.
3. Assist and guide local volunteer groups (e.g., Friends of the Library, Foundation Board) who wish to help with Library promotion, fundraising, and enhancement of services.
4. Continually investigate the value, costs, and logistics of adding Library services, new formats and new technologies in order to keep the Library current and proactive in its service provision to the public.

5. Conduct ongoing evaluations of existing Library programs, services, policies, and procedures, and submit recommendations to the Board.
6. Develop policies and procedures to ensure the safety of patrons and staff while on library premises.
7. Ensure that the Library's services fulfill the requirements of the Colorado Public Library Standards as designated by the Board.
8. The successful applicant must be willing and able to substitute for all staff positions in the Library as needed.

Facilities Management:

1. Regularly review building needs and advise the Board in its planning for future expansion or development.
2. Determine if janitorial, maintenance and security services are adequate, and make changes in procedures if needed.
3. Routinely monitor all facility heating, cooling, elevator, electrical, plumbing and security systems of the facilities.
4. Routinely schedule necessary inspections and address necessary repairs.
5. Maintain adequate insurance coverage on library facilities.

Skills and Knowledge:

1. Demonstrated visionary leadership to initiate, create, develop, implement, monitor, and evaluate services, collections, programs and technologies.
2. Excellent interpersonal skills, including a demonstrated ability to combine administrative and people skills and adapt behavior to meet changing needs and persons.
3. Demonstrated love of learning.
4. Ability to effectively communicate ideas and information in both verbal and written form.
5. Ability to work with community groups, governing boards, and elected officials, and make formal and informal presentations to them.
6. Knowledge of current trends and developments of public library philosophy, principles, and procedures which will allow effective

recommendations to the Board and sound decision making when faced with a wide range of circumstances.

7. Excellent supervisory skills with the ability to direct, monitor and evaluate staff and to create a positive culture.
8. Maintain confidentiality regarding personnel and compensation issues.
9. Ability to produce and maintain accurate files and reports.
10. Ability to organize, plan, prioritize, make sound decisions and meet deadlines.
11. Sense of humor.

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.

Required Education, Experience and Certification

- MLIS preferred. Minimally a Bachelor's degree from a regionally accredited university.
- Three or more years of progressively responsible public library management experience, or at least five years in a service institution with comparable demands and responsibilities (i.e., staff supervision, budgeting, working directly with the public, working with governing boards or bodies, etc.).

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