



LA CRESCENT PUBLIC LIBRARY

315 MAIN ST., LA CRESCENT, MN 55947 (507) 895-2595

Job title: Library Director
Department: La Crescent Public Library
Effective Date: January 1, 1996

DESCRIPTION OF WORK

General Statement of Duties: Performs supervisory and professional work directing the operation of the community library including planning and evaluating the operation, developing and maintaining the collection, and providing direct assistance to patron; and performs related duties as required. Also secures funding sources throughout the community.

Supervision received: Works under the administrative direction of the Library Board of Trustees.

Supervision Exercised: Exercises general and technical supervision over the library staff and volunteers.

TYPICAL DUTIES PERFORMED

Plans, assigns, and supervises the work of the library staff and volunteers, including interviewing and hiring, scheduling, assigning and reviewing work; trains employees in library methods and practices; evaluates performance and recommends salary actions.

Prepares, submits, and manages library budget. Prepares monthly circulation reports, expenditure reports, and the annual report; prepares materials related to library board deliberation. Secures additional funding sources for the library.

Selects juvenile and adult materials, including print and other media titles. Manages the collection, including acquisition and weeding as appropriate. Selects and orders supplies, furnishings, and equipment.

Studies patron needs. Recommends to the board new programs or services to be undertaken. Recommends that services or programs may need to be altered or discontinued. Implements library's long range plan.

Cooperates with other libraries, schools, and civic groups to promote the library program; represent the library in community activities; participates in regional library endeavors. Acts as a member of the SELCO Advisory Committee

Attends appropriate meetings, such as all local library board meetings, county library funding hearing, SELCO and SELS workshops and training sessions.

Organizes and possibly conducts library programs such as preschool story times and adult book discussion groups.

Publicizes library programs and services.

Conducts on-line database searches for patrons; supervises and assists in standard reference work and reader assistance.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of the principles, methods, tools, and materials of library science.

Considerable knowledge of authors, books, and other materials in a wide range of levels and subject areas.

Considerable ability to understand and direct interest levels of various adult and school age reader groups.

Considerable ability to interpret library policies, objectives, and services to community groups, public officials, and to the general public.

Considerable ability to plan, supervise, and direct in the work of staff in a manner conducive to full performance and high moral.

Considerable ability to stand or walk for long periods of time.

Considerable ability to lift and carry books or materials weighing up to 20 pounds.

Considerable ability to read computer screens, operate a computer keyboard and other library equipment.

Working ability to make rapid analytical reviews of books and other materials in all subject matter and reader areas served by the public library.

Working ability to oversee the preparation and maintenance of library records.

Qualifications

M.S.L. degree preferred. Must have considerable library experience, strong computer skills, and excellent communication skills.