**Position**

Director

**Classification**Exempt

**Reports to**Dodge City Public Library Board of Trustees

**Date**  
June 2020

**JOB DESCRIPTION**

**Summary/Objective**

The Director carries out the mission of the Library in collaboration with the Dodge City Public Library Board. The Director plans, organizes, directs, and manages all aspects of library services in conformity with the policies established by the Library Board of Trustees, and the accreditation required by the Southwest Kansas Library System.

**Essential Functions**

*The following duties* ***ARE NOT*** *intended to serve as a comprehensive list of all duties performed by all employees in this classification; it is only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Planning and Policy Making
   * Works in conjunction with the Library Board of Trustees to develop and implement short- and long-term plans for the library.
   * Oversees the maintenance of the Library’s collection; develops policies in relation to the selection and purchase of all library materials.
   * Interprets and explains Library policies, procedures, and programs to the public.
   * Monitors and evaluates service delivery methods and procedures; identifies and implements changes necessary to improve operational efficiency.
   * Manages the development and implementation of the Library’s goals, objectives, priorities, policies, and procedures; ensures Board objectives are integrated into library policies and goals.
2. Fiscal Management
   * Develops and maintains a relationship with City of Dodge City to ensure library funding.
   * Works with Dodge City Public Library Foundation Board and Friends of the Library Board to raise funding for the library.
   * Evaluates, determines, and requests additional funds necessary for staffing, equipment, materials, and supplies; develops and schedules equipment purchases and replacements.
   * Directs and participates in the development and administration of the annual capital, operating, and other assigned budgets; monitors and authorizes expenditures.
3. Personnel Management
   * Establishes appropriate service levels and allocates staffing accordingly.
   * Hires, trains, supervises, and evaluates the performance of assigned personnel.
4. Library Program Management
   * Ensures the delivery of a variety of quality library programs and services to the community.
   * Serves as a staff representative to the Board of Trustees and prepares agendas and discussion items for scheduled board meetings; prepares and presents staff reports and other correspondence.
   * Oversees and directs the library’s operations including public services, technology, administration, and facilities management, including capital improvement projects.
   * Stays abreast of new trends and innovations in the field of public library management.
5. Property Management
   * Manages the development of capital improvement projects.
   * Maintains library building and facilities.
6. Community Outreach and Public Relations
   * Serves as a representative of the library and coordinates departmental activities with other divisions, departments, outside agencies, community organizations, and the media.
   * Responds to inquiries involving library-related matters; negotiates and resolves complex, sensitive, and/or controversial issues and complaints.
7. Continuing Education
   * Directs, attends, and participates in a variety of meetings, workshops, seminars, and conferences; serves on committees as assigned.
   * Performs other duties as assigned or required.

**Competencies**

Ability to communicate plans effectively; active listening skills; ability to discreetly deal with confidential information; ability to provide leadership to staff and the community; ability to prepare and administer budgets; ability to synthesize information and create plans rapidly and on multiple issues simultaneously; ability to use on- and off-site electronic resources; familiarity with library automation systems (Biblionix Apollo) and other standard office suite software programs.

**SKILLS AND COMPETENCIES:**

1. Strategic Thinking

*Recognize future trends and appropriately revise or create services and programs*

1. Customer Focus

*Work with a positive, service-oriented attitude, focused on current and future customer needs*

1. Leadership

*Support staff in developing innovative ways to assist the library in creating and maintaining relevant services and programs. Take a leadership role in state-wide activities for the benefit of member libraries and general library service.*

1. Problem Solving

*Recognize patterns, consider risks, and use sound judgement to identify, solve, and prevent problems*

1. Decision Making

*Gather, utilize, and interpret relative information to make informed decisions*

1. Financial Management

*Successfully manage all income and expenditures, develop annual budget, manage payroll, prepares materials for annual audit, and oversee grant-funded projects.*

1. Presentation Skills

*Inform and educate small and large groups through a variety of presentation methods including online and in-person venues.*

1. Communication

*Convey and receive information effectively in writing and when speaking, keeping staff, customers, and stakeholders apprised of library services and programs*

1. Dependability

*Take appropriate action to meet goals, schedules, and demands while accepting responsibility for actions, results, and risks*

**Supervisory Responsibility**

This position manages all employees of the library and is responsible for the performance management, hiring and termination of all employees.

**Work Environment**

This job operates in a clerical, office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. This is a somewhat sedentary role; however, some filing is required. This would require the ability to lift files and books, open filing cabinets and bend or stand on a stool as necessary.

**Position Type and Expected Hours of Work**

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5 p.m. Occasional evening and weekend work may be required as job duties demand.

**Travel**

Some travel is required with this position to various meetings and trainings.

**Minimum Required Education and Experience**

1. Master’s Degree in Library Science from an ALA accredited school
2. Five years of experience in public library management

**Additional Eligibility Qualifications**

Required Licenses or Certifications:

* Must possess or have ability to obtain a valid Kansas Driver’s License.
* Also must pass a background check.

Required Residency:

* Ford County residency is required for this position. Relocation compensation negotiable upon acceptance of position.

Required Knowledge of:

* + Principles and practices of public library system administration.
  + Public library policies, procedures, and standards of service.
  + Federal, state, and local regulations governing library operations.
  + Current trends in library services, programming, and technology.
  + Methods for evaluating public library programs, policies, and operational requirements.
  + Processes for developing and administering budgets.
  + Supervisory principles, practices, and methods.

Required Skill in:

* + Directing library operations, programs, and services.
  + Ensuring the delivery of a variety of quality library programs and services to the community
  + Developing and implementing library goals, objectives, policies, and procedures.
  + Responding to and resolving issues and complaints involving library-related matters.
  + Establishing and maintaining effective working relationships with others.
  + Developing and administering budgets and monitoring expenditures.
  + Supervising, leading, and delegating tasks and authority to library staff.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.