

**CITY OF SHELTON**

**SHELTON PUBLIC LIBRARY**

**JOB DESCRIPTION**

**LIBRARY DIRECTOR**

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**GENERAL DESCRIPTION:**

This is highly responsible administrative work involving the direction of a broad range of public library functions. Work involves responsibility for the management of a public library collection and for the provision of library services to patrons and the community. Duties include planning, directing, and coordinating library services. This position also has the responsibility for making difficult library technical decisions. The work requires that the employee have thorough knowledge, skill, and ability in every phase of the public library field.

**SUPERVISION RECEIVED:**

Works under the administrative direction of the Library Board.

**SUPERVISION EXERCISED:**

Directs the work of staff assigned for the operation of the Senior Citizens Center.

**EXAMPLE OF DUTIES:**

Drafts and recommends policy to the Library Board. Establishes and plans for the implementation of public library goals and objectives. Provides staff support to the Library Board by assisting with meetings, preparing reports and implementing policy and decisions made by the Board. Directs the operations of the library through various department heads and evaluates and administers library programs such as circulation, reference, reader's advisory services, community services and public information. Makes plans for expansion of library facilities and makes applications for grants. Directs the development and maintenance of a public library collection of books, periodicals, videotapes, books-on-tape, and a variety of other materials. Examines review in library publications, interviews publisher's representatives, and consults with others in selecting materials. Plans annual operating and capital budgets, presents them to the Library Board, the Mayor and City Boards for action, and controls library expenditures within fund allocations. Enters data for purchase orders and invoices to be paid into City Finance Dept. computer and maintains all financial records. Directs staff training, appoints candidates for part-time positions, conducts, approves, and reviews employee performance evaluations, and recommends higher level discipline. Writes exams for library Merit System positions. Plans and conducts staff meetings. Compiles data and prepares reports on the library and its activities for local and State agencies. Oversees the development, repair and maintenance of the library building. Troubleshoots problems with computer hardware and software, and other library equipment. Participates, in concert with other librarians, in regional library and network activities. Confers and corresponds with State agencies, representatives of library organizations, other librarians, schools and community groups regarding library issues. Attends professional meetings and conferences. Oversees public relations

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program, speaks at meetings, and participates in community activities related to the library. Assists in reference and reader's advisory service to patrons. Confers with patrons regarding library issues or complaints and resolves them.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the principles and practices of public library functions. Thorough knowledge of library administrative principles and practices as applied to a public library. Thorough ability to establish and maintain effective working relationships with Board members, coworkers, vendors, other governmental agencies, and the general public. Considerable knowledge of library technology, especially automated integrated library system and personal computer hardware and software. Considerable ability to communicate orally and in writing and to lead others in a library function. Considerable ability to administer policies and procedures at the function level including goals, objectives, planning, financial management, decision making, and report development and writing. Considerable ability to supervise the work of a public library function through subordinate supervisors and employees.

**QUALIFICATIONS:**

A Master's Degree in library science from an accredited college or university plus five (5) years of progressively responsible library administration experience (at least two (2) years in a supervisory capacity), or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

**MERIT SYSTEM POSITION:**

This is a Merit System position subject to the rules and regulations of the City's Merit System, Ordinance #771 as it may hereafter be amended.

**SALARY:**

As per the Merit System, the salary for this position is Grade 26.

**PROBATIONARY PERIOD:**

The successful applicant shall be subject to a six (6) month probationary period.

This description lists only those job duties necessary for salary evaluation and does not include each and every job requirement.