

COFFEY COUNTY LIBRARY ADMINISTRATOR

General Job Description: Approved 3.23.23

Under general direction of the Library Board, administers library with responsibility and authority for organizing and managing the library operation and for planning, directing and coordinating its program of service subject to the policies of the Library Board. Reports to the Library Board.

Hours: Exempt for purposes of Fair Labor Standards Act

Responsibilities:

Planning and Policy Making

- Advise the Library Board on library issues and trends
- Develop and revise policies with the Policy Committee for approval by the Library Board
- Maintain all library policies and Library Board minutes

Fiscal Management

- Prepare and submits the library budget to the Library Board with input from the Strategic Planning Committee
- Pursue grant opportunities for the development and maintenance of library and information services
- Monitor the library's financial condition
- Monitor and report on library financial condition - review, and analyze financial reports on revenues and expenditures to the Library Board on a monthly basis
- Review, analyze and prepare reports for the library auditor as needed

Personnel Management

- Responsible/Oversee recruiting, selecting, hiring, supervising, evaluating and terminating all library staff
- Encourage initiative and creativity
- Complete performance appraisals for Branch Directors, Supervisors, and Central Office staff
- Maintain job descriptions for all positions
- Manage/Oversee health insurance, life insurance, KPERS, disability insurance, workman's compensation and other benefits approved by the Library Board
- Maintain personnel files subject to all state and federal regulations
- Must have reliable transportation and cell phone

Library Program Management

- Act as executive officer of the library and administrative officer to the Library Board
- Appoint staff to all library committees, serves as Chairman of the Strategic Planning committee
- Oversee cataloging of materials
- Oversee selection and weeding of materials

- Oversee activity at all branches
- Provide leadership by example in effective working relationships, communication, and quality public service
- Attend all Library Board meetings
- Prepare agenda for Library Board meetings
- Prepare State Annual Report
- Act as a liaison between library staff and the Library Board
- Interpret library policies to library staff and the public
- Serve as Chairman of the Director's Advisory Council and attend monthly meetings
- Establish overall services of the library in light of changing community needs
- Research, negotiate and oversee the implementation of contracts
- Develop and revise the library strategic plan in cooperation with the Library Board and Strategic Planning Committee
- Participate in continuing education activities
- Serve on the Strategic Planning Committee and the Fiber Board
- Purchase and manage all technical equipment for all libraries
- Work with government officials and other community leaders to meet the needs of the library and library users

Property Management

- Oversee the management of all properties, in conjunction with the Branch Directors and the Head of Maintenance to ensure regular maintenance
- Recommend repairs and alterations to facilities
- Ensure safe conditions for staff and public
- Respond to building emergencies and take appropriate action

Marketing

- Act as spokesperson for the library and foster goodwill in the community
- Maintain relationships with elected officials
- Participate in public relations activities promoting the library
- Relate library objectives to community needs
- Participate in community organizations
- Participate in state and regional library committees, meetings, and conferences
- Oversee library website
- Purchase all promotional items and approve all advertising

Knowledge and Abilities:

- Demonstrate understanding of modern administrative theory and practices
- Ability to apply appropriate techniques to determine service needs and to see that they are met
- Ability to develop and administer a budget effectively
- Demonstrate knowledge of local government and library law
- Demonstrate ability to communicate effectively with people from a wide range of socioeconomic backgrounds
- Ability to guide and direct the growth and development of the library

- Ability to foster and maintain positive public relations for the library within communities served
- Ability to understand recommendations on facility and technology needs
- Maintain, troubleshoot and problem-solve technology and software issues
- Maintain strong communication skills
- Demonstrate active commitment to public libraries
- Ability to plan, organize and carry out a library program
- Knowledge and understanding of literature and of library principles, procedures, technology, goals and philosophy of services
- Ability to plan, organize, train, supervise and evaluate the work of library employees
- Ability to demonstrate, promote and train staff in positive customer service techniques, conduct a reference interview, honor confidentiality and guide requestors to various sources in response to expressed needs
- Ability to identify problems and opportunities, review possible alternative courses of action and utilize information and resources for decision-making purposes
- Ability to communicate positively and effectively with staff and the public while maintaining effective public relations in person, by phone and by e-mail at a written and verbal vocabulary at a professional level
- Ability to complete planning documents and prepare routine statistical and financial reports
- Proficiency in Microsoft Office products

Physical Requirements of the Position with or without Reasonable Accommodation:

- Flexibility - Sitting, standing, walking, climbing, stooping, bending, twisting and reaching
- Talking and Hearing - use of the telephone, speaking with the public, speaking in public
- Vision - far vision at 20 feet or further; near vision at 20 inches or less
- Maneuvering Materials - 50 pounds or less
- Handling - processing, picking up and shelving materials
- Fingering - typing, writing, filing, sorting, shelving and processing materials
- Pushing and Pulling - objects weighing 60-80 pounds on wheels
- Mobility - travel to meetings outside the library

Preferred Education and Experience:

- Public administration experience
- Masters of Library Science from an American Library Association accredited institution or a graduate degree in business or public administration
- Two years of proven public library management
- Proven experience in supervision of full-time and part-time personnel