

LIBRARY DIRECTOR

Department: Columbiana Public Library

Reports to: Columbiana Public Library Board

Subordinate Staff: Circulation Manager, Library Assistants

Minimum Qualifications: Graduation from four-year college or university plus adequate library administration experience required. ALA-accredited MLS degree preferred.

Position Requirements:

- Excellent oral and written communication skills.
- Knowledge of the general principles and practices of library operations.
- Knowledge of Microsoft Office, Word, Excel, PowerPoint, Publisher, Alabama Virtual Library and the Internet.
- Knowledge of systems administration of local area computer networks.
- Ability to organize and supervise the work of paraprofessional staff members.
- Ability to establish and maintain effective working relationships with library staff, library board members, city employees, city government officials, and the public.
- Ability to organize and conduct programs of interest to the community.
- Ability to take initiative in identifying tasks, problems, etc., and pursuing solutions for the resolution thereof.
- Knowledge of record keeping, data entry, and report writing.
- Knowledge of grant writing process and fundraising practices.
- Ability to work nights and weekends as required.

Duties:

- Assists Head of Technical Services Department (systems administrator of library's local area network) by trouble-shooting hardware, software, and network problems as required.
- Trains public and staff on use of various computer software programs, including Microsoft Office, Word, Excel, PowerPoint, Publisher, Alabama Virtual Library, and the Internet.
- Acquisitions- selects and orders new books, periodicals, audios, videos, CD's, and other information resources.
- Supervises and provides training on circulation procedures, including registration of new patrons, preparation of notices for overdue materials, records of delinquent patrons, material circulation, collection of fines and fees, registration of Alabama Virtual Library and Computer Lab users, interlibrary loan, and holds management.
- Provides reference service for the location of information in-house and through interlibrary loan; and provides special reserves for local teachers and students.

- Supervises and provides training on bibliographic data entry including processing new items records, and performing data input on web-based library automation system.
- Outreach- visits local schools to promote library programs and patron enrollment.
- Plans and organizes programs of interest to the community including preparation, scheduling and instruction of adult computer classes, the library's annual summer reading program, and weekly day and evening story times.
- Performs selection and hiring of new staff members, staff training, and scheduling. Handles city funds allocated for the library, state aid, petty cash, grant money, and bank accounts as agent of the Library Board.
- Engages in strategic planning and writes proposals for library development and improvement, including annual budget.
- Researches and prepares applications for grant funding and other fundraising activities.
- Public Relations- speaking engagements to civic clubs, the Chamber of Commerce and local schools; also represents library at workshops, conferences, legislative and governmental meetings, hearings and conventions.
- Record keeping- records Library Board minutes and maintains circulation, acquisitions, and financial statistics for the Alabama Public Library Service annual report.
- Maintains liaison with the ten other Shelby County public libraries and the Alabama Public Library Service.
- Attends biweekly city council meetings.
- *Physical & Other Characteristics:* Reliability, neat appearance, honesty, stamina, and ability to stand for long periods of time, body mobility to bend, crouch and carry up to 50 pounds if necessary. Must have ability to deal with general public in a non-judgmental, non-discriminatory, and courteous manner during potentially problematic circumstances.
- Must have ability to remain calm under pressure and during periods of extreme library activity.