



BESSEMRE PUBLIC LIBRARY
400 19th Street North
Bessemer, Alabama 35020

Library Director
Job Description

The Executive position for managing all staff and organization functions, including long and short range planning, budget development and staff management. Examples of functions include: managing operational activities (technical services, public services and administrative services); developing and implementing and evaluating library programs and services.

ESSENTIAL JOB FUNCTIONS:

- Carries out managerial responsibility in accordance with policies, procedures and applicable laws including interviewing , hiring and training staff; planning, scheduling, assigning and directing work; establishing deadlines; appraising performance rewarding and disciplining employees; coordinating, developing and approving staff training; and addressing complaints and resolving problems.
- Plans long-range goals, objectives, organizational structure, and overall direction for the organization
- Plans, coordinates, assigns, and monitors performance and coaches, counsels, mentors, trains, and advises employees in the organization for the dual goals of meeting organization goals and employee career development.
- Plans and implements short-term or annual goals, objectives, and strategies for the organization, projects and/or programs to ensure efficient organization and completion of work.
- Oversees the preparation of the budge, including: forecasting revenue: submitting requests for operating and personnel need; developing and presenting financial information, data and history to justify requests and aid in discussions with officials; and participating in budget hearings.
- Manage all fiscal functions, including, reviewing invoices, signing and mailing checks; securing additional signatures, as required; coordinating and verifying payroll information.
- Interprets, develops, communicates, updates and monitors policies and procedures; submits recommendation for improvement when necessary; and writes/revises same.
- Plans, implements and evaluates library programs and services.
- Oversees facilities maintenance activities; troubleshoots minor problems; contacts service staff for maintenance/repairs; secures bids for maintenance and related contracts, as needed.
- Represents the library and/or serves as liaison and/or member of various committees, boards, and/or teams and collaborates, persuades, presents reports to and negotiates with others outside own work area to coordinate efforts and maintain cooperative and efficient relations; may serve as secretary, as required.
- Designs, conducts and evaluates surveys to determine library effectiveness and makes recommendations for changes.
- Prepare and/or reviews complex, routine and non-routine reports and analysis utilizing a variety of software; receives, sorts, and summarizes materials for the preparation of report; prepares work reports; relays and interprets administrative decisions, policies and instructions.

- Monitors and coordinates various projects and programs; keeps Board apprized of progress related to same.
- Ensures quality standards and compliances with regulations are maintained.

IMPORTANCE JOB FUNCTIONS:

- Prepares the library for opening; resolves conflicts with patrons.
- Works with architects and related officials in the planning and construction of building projects.
- Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.
- Interacts with a variety of individuals, both internally and within the community to provide information , promote li-brary programs/activities; disseminate information and assist in resolving administrative issues.
- Researches grant opportunities and applies for same.
- Assists staff in selecting books and other library materials.
- Follow up on inquiries from various agencies, groups, media, etc. regarding organization programs and services.
- Disseminates a variety of information to various agencies/organizations via telephone, mail or FAX.
- Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

- General Office Equipment.
- Computer

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

- **Master’s degree from an accredited college & university in a related field; and,**
- **Two to three years of progressively responsible related experience; or,**
- **Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.**

Licenses and Certifications:

None.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of

- Applicable state, federal and local ordinances, codes, laws, rules and regulations and legislative issues.
- Administrative principles and practices, including goal setting and implementation.
- Administration of staff and activities, either directly or through subordinate supervision.
- Principles and practices of library science, cataloguing systems, terminology, technology and management.
- Generally accepted accounting principles, policies and processes as related to governmental accounting standards and operations.
- Collection development techniques.
- Standard reference materials, information sources, internet resources, and research techniques.
- Appropriate literature for various age groups, cultural back grounds, etc. of patrons.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Community interests and needs.
- All computer software and hardware related to performance of the essential functions of the job.
- Human resources management.
- External governmental bodies and agencies related to area of assignment.

Skill in:

- Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.
- Selecting and motivating staff and providing for their training and professional development.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Analyzing and resolving office administrative situations and problems.
- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.
- Communicating orally and in writing with staff and citizens in order to give and receive information in a courteous manner.

Mental and Physical Abilities:

- Ability to read and interpret documents such as operation and maintenance instructions, procedure manuals, and so forth.
- Ability to delegate authority to staff.
- Ability to establish and maintain effective working relationships with others.
- Ability to analyze and resolve problems involving several, complex variables.
- While performing the essential functions of this job, the incumbent is regularly required to sit; use hands to finger, handle, or feel objects; reach with hands and arms; speak and hear; and occasionally push, pull and/or lift up to 20 pounds occasionally.

HOURS AND BENEFITS: ADDED

80 hours bi-weekly. The salary range is \$54-142.40-\$65,811.20 depending on experience.

Full benefits with Blue Cross Blue Shield, Retirement System of Alabama and 13 paid holidays.

METHOD OF APPOINTMENT

Applicant must submit an application, resume, official education transcript, three letters of reference to:

Bessemer Public Library

P.O. Box 1558

Bessemer, Alabama 35021

Applications are available at the Bessemer Public Library—400 19th Street North Bessemer, Alabama 35020 or www.bessemerlibrary.com

All applications should be post marked by February 12, 2022. Applicant deadline is February 12, 2022. All qualified applicants may be contacted for an interview appointment.

Applicant must undergo a criminal background check and drug test.