

# **COFFEY COUNTY LIBRARY ADMINISTRATOR**

## **General Job Description:**

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**

- Advises Library Board on library issues and trends
- Develops and revises policies with the Policy Committee for approval by Library Board
- Maintains all library policies and library board minutes

### **Fiscal Management**

- With the Strategic Planning Committee, prepares and submits the library budget to the Board.
- Pursues grant opportunities for the development and maintenance of library and information services
- Monitors the library's financial condition.
- Monitor and Report on library financial condition - Review, and analyze financial reports on revenues and expenditures to Library board on monthly basis, review analyze and prepare reports for library auditor as needed.

### **Personnel Management**

- Recruits, selects, hires, supervises, evaluates and terminates all library staff
- Encourages initiative and creativity
- Completes performance appraisals for Branch Directors, Supervisors, and Central Office staff
- Maintains job descriptions for all positions

- Manage 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.

### **Library Program Management**

- Acts as executive officer of the library and administrative officer to the Library Board
- Appoints to staff to all library committees, serves as Chairman of the Safety, Public Relations, and Strategic Planning committees
- Supervises cataloging of materials
- Supervises selection and weeding of materials
- Direct Management of one branch, oversees activity at other five branches
- Provides leadership by example in effective working relationships, communication, and quality public service
- Attends all Library Board meetings
- Prepares agenda for Library Board meetings
- Prepares State Annual Report
- Acts as a liaison between library staff and Library Board
- Interprets library policies to staff and the public
- Serve as Chairman of the Director's Advisory Council and attend monthly meetings
- Establishes overall services of the library in light of changing community needs
- Researches, negotiates and oversees the implementation of contracts
- Develops and revises the library strategic plan in cooperation with the Library Board and Strategic Planning Committee
- Actively participates in continuing education activities
- Serve on Strategic Planning Committee, Fiber Board, and Interagency Advisory Council.
- Purchase, manage and troubleshoot all technical equipment for all libraries
- Works with government officials and other community leaders to meet the needs of the library and library users

### **Property Management**

- Oversees the management all properties, in conjunction with the Branch Directors and the Maintenance Supervisor to ensure regular maintenance
- Recommends repairs and alterations to facilities
- Ensures safe conditions for staff and public
- Responds to building emergencies and take appropriate action

## **Marketing**

- Acts as spokesperson for the library and foster goodwill in the community
- Maintain relationships with elected officials
- Participates in public relations activities promoting the library
- Relates library objectives to community needs
- Actively participates in community organizations
- Actively participates in state and regional library committees, meetings, and conferences
- Personal librarian for local nursing home, delivering materials bi-monthly.
- Oversees library website and directly manages library Twitter account
- Purchases all promotional items, approves all advertising

## **Knowledge and Abilities:**

- Demonstrated 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
- Demonstrated advanced administrative ability
- Demonstrated knowledge of local government and library law
- Demonstrated 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
- Strong communication skills
- Active commitment to public libraries
- Ability to plan, organize and carry out a program of library service
- 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, conducting a reference interview, honoring confidentiality and guiding 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
- Complete planning documents and prepare routine statistical and financial reports

**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:**

- Masters of Library Science from an American Library Association accredited institution
- Five years of progressively responsible public library experience
- Two years of proven public library management
- Proficient in Microsoft Word products
- Proven Experience in supervision of full-time and part-time personnel

Salary Range Technical/Professional IV

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