

**BAY COUNTY LIBRARY SYSTEM  
JOB DESCRIPTION  
LIBRARY DIRECTOR**

**Reports to:** Bay County Library System Board of Trustees

**Supervises:** All Library Staff.

**General Summary:** Under the direction of the Library Board, is directly responsible for the administration and management of the Bay County Library System.

**Essential Functions:**

1. Oversees and evaluates the operation of the multi-branch library system
2. Develops library policies, procedures, and practices, and implements and administers them upon approval of the Library Board.
3. Formulates library goals and objectives in conjunction with the Library Board and plans library services designed to meet them.
4. Prepares an annual budget for approval by the Library Board and County Commission, and administers and monitors the expenditure of funds.
5. Leads, directs, and supervises the staff of the Bay County Library System, directly and through other supervisory personnel.
6. Develops and implements effective administrative programs and procedures in collaboration with the management team.
7. Promotes staff development at all levels.
8. Implements Board personnel policies, including recruiting, interviewing, hiring, orienting, and overseeing training of new employees, reviewing, evaluating performance, and termination decisions.
9. Facilitates labor management relations, represents the library in union contract negotiations, handles grievances.
10. Maintains confidentiality of all patron records and transactions.
11. Solicits bids for services and purchases, presenting all contracts and recommendations to the Library Board.
12. Oversees the preparation of timely reports on usage, financials, circulation, services and programs for the Library Board, state library, and other governmental units.
13. Responsible for collection development and maintenance.

14. Develops and oversees library technology and automation while balancing new and traditional formats and services.
15. Serves as a spokesperson and advocate for the library throughout the community.
16. Oversees fundraising activities for the library.
17. Enforces library "Rules of Conduct" and takes appropriate action in case of infringement.
18. Represents and maintains active involvement by the Library within the Mideastern Library Cooperative and Valley Library Consortium.
19. Coordinates system services with those of the regional cooperative, state library, school districts, and other nearby systems.
20. Represents the Library at meetings and conferences of state, regional, and national professional library associations.
21. Oversees maintenance and improvement of library facilities, property, and equipment to assure compliance with federal, state, and local code and safety regulations.
22. Approves all purchases for payment.
23. Implements regular library staff meetings.
24. Attends all Board of Trustees meetings.
25. Ability to meet certain physical requirements successfully to perform the essential functions of the job. Functions include (but are not necessarily limited to):
  - Occasional lifting or carrying objects weighing up to 25 pounds for short distances. Reaching, including overhead reaching. Mobility.
  - Ability to use a computer keyboard and mouse.
  - Ability to exchange information in person, email, Internet and phone.
26. Additional duties/responsibilities as required or assigned by the Library Board.

**Qualifications:**

1. Masters Degree in Library Science and Information Science from an American Library Association-accredited program.
2. At least 8 years experience in a public library in an administrative or supervisory capacity.
3. Extensive knowledge of current principles, methods, and practices of a public library.

4. Knowledge of community needs and interest levels.
5. Knowledge of print, electronic, audiovisual and information formats, technologies, and resources.
6. Ability to plan, analyze, evaluate, supervise, and direct library needs and services.
7. Interpersonal and oral and written communication skills necessary to establish and maintain effective working relationships with community leaders, public officials, professional groups, library employees, and the general public.
8. Knowledge of hardware and software systems necessary for the operation of the library and management of its resources.
9. Ability to use electronic means of communication and information transfer.
10. Ability to make decisions and take appropriate action to assure implementation.

***The above statements are intended to describe the general nature and level of work performed by the Library Director. The above listed statements are not to be considered exhaustive list of all skills and abilities that may be required to perform the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***