



Union County Library System Job Description

Position: Library Director

FLSA : Exempt Salaried

Status: Full Time Exempt

Starting salary: \$50,000 - \$60,000

General Summary:

Position requires the ability to handle complex administrative, supervisory and professional duties requiring adherence to professional standards of accuracy, confidentiality, integrity and tact. Under the general direction of the Library Board, has responsibility and authority for organizing and managing Library operations and for planning, directing and coordinating its program of service to the community.

This position requires a standard work week of 40 hours and participation in various meetings and work-related functions outside the standard work week.

Major Duties:

A. Board Relations:

- a. Works with the Library Board to establish a strategic plan that aligns the library's mission, goals and objectives with community needs.
- b. Formulates and recommends policies to the Library Board; implements and executes library policies and supervises the development of uniform procedures throughout the library system.
- c. Prepares library board meeting reports in cooperation with the board chairperson. Maintains records of library procedures and board meeting archive which is made accessible to board members upon request
- d. Submits an annual operations budget to the Library Board for review, discussion and approval. Explores with Library Board new revenue sources and collaborations with other organizations.
- e. Serves as chief consultant to the board in regard to library programs and services, Recommends to the board, as necessary, the adoption of new programs and technologies, and reports regularly on their success and impact
- f. With Board Chairperson, orients new trustees and serves as resource for trustee activities.

B. Professional Librarianship:

- a. Oversees the library's collection development plan for adult, children's and local history collections and supervises the selection, purchase, and withdrawal of library materials according to that plan.
- b. Informs and advises the board as to local, regional, state, and national developments in the library field and works to maintain communication with other area libraries.



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- c. Attends meetings, conferences and workshops to maintain contact with professional and library-related agencies, and to maintain knowledge in current trends in public library operations and technology.
- C. Community Involvement and Development:
 - a. Relates library objectives to community needs and represents the library on community boards and committees. Maintains close liaison with county and local officials, community leaders, and civic groups to inform them of library needs and concerns
 - b. Works closely with Friends of the Library to support and advise Friends activities.
 - c. Works in conjunction with the library board as needed for the creation, implementation, and execution of fund-raising through capital and endowment campaigns, grant support, and any other public or private fundraising.
 - d. Keeps the public well informed of the library's activities, accomplishments and challenges. Develops and administers a public relations plan. Prepares press releases and makes presentations to community groups upon request
 - e. Plans and implements adult programs, and oversees Bookmobile outreach. Creates programs to promote adult literacy and to interest a wide variety of tastes. Successful adult programs in the past include: local authors, genealogical researchers, scholars, classical musicians, historians as well as Summer Reading for Adults.
- D. Organization Administration
 - a. Oversees and directs the supervision of the daily operation and activities of all locations of the Union County Public Library.
 - b. Develops staff job descriptions; recommends and administers personnel policies.
 - c. Insures that staff performance evaluations are completed on a regular schedule.
 - d. Recruits, hires, evaluates and disciplines library staff in conformity with state and federal regulations and library personnel policies.
 - e. Develops and oversees a staff professional development/training plan.
 - f. Works to promote high staff morale. Encourages clear and open staff communications.
 - g. Serves as liaison to staff in reporting board-related information, decisions, and actions.
- E. Fiscal Management
 - a. Develops the annual library capital budget proposal for review by the board.
 - b. Administers approved budget. Authorizes all library expenditures. Expends funds within established guidelines. Provides regular report of financial accounts to the library board. Prepares and provides other reports in accordance with county, state and/or federal requirements.
 - c. Ensures that audit is performed on annual basis or otherwise as required by board.
 - d. Incorporates library's goals and strategic plan as basis for financial planning.



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- e. Writes grants and oversees expenditure of grant funds ensuring funds are spent according to grant guidelines. Writes all final reports required by granting organization.
- F. Facilities Management:
 - a. Oversees care and maintenance of library buildings and grounds.
 - b. Regularly reviews building needs and advises board in its planning for future expansion or development.
 - c. Assesses the adequacy of existing facilities in regard to the provision of automated services.
 - d. Other duties and responsibilities as assigned.

Qualifications:

- Master of Library Science from an American Library Association accredited institution.
- Three to five years progressively responsible professional (post-MLS) library experience, with at least one year of administrative experience.
- Eligible for professional certification from South Carolina State Library.
- Possession of valid driver's license.
- Commitment to public service, especially for children and teens.
- Adaptable to change, and ability to motivate others to change as well.
- Ability to communicate clearly both orally and in writing.

This is a full time position with benefits, and a moving stipend is negotiable. Interested applicants must submit an employment application, cover letter, resume, and three references to Board@unionlibrary.org. Mailed applications will not be accepted.

UCLS is an equal opportunity employer.