

**WASHINGTON COUNTY**  
Job Description

**JOB TITLE: Library Director**

---

Exempt (Y/N) Yes	DEPARTMENT: Washington County Library System
DATE REVISED: August 2011	SUPERVISOR: Washington County Library System Board

---

**SUMMARY:**

Under the general direction of the Washington County Library Board, the incumbent is responsible for planning, organizing, and directing the Washington County Library System. The incumbent reports to the Board and advises on policy issues then carries out their policy directions. The incumbent handles the day to day operations of the system.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Manages the 1.8 million dollar budget of the Washington County Library System. With the Assistant Library Director, plans for projects, prepares budget documentation, and meets with library board members to ensure the effective use of resources. Continually monitors the budget to identify cost savings and to ensure fiscal responsibility. Specific related tasks may include maintaining accurate records, purchasing projects, filing affidavits, preparing payroll information, grant writing, and developing planning documentation.
2. With the Assistant Library Director, manages multiple library processes including cataloging, interlibrary loan, and courier functions. Staff member must have significant knowledge of library automation software including Innovative Interface's Millennium and OCLC.
3. With the Assistant Library Director, provides consulting and training services to six member libraries. Lead meetings and develop planning teams to identify ways to improve library services throughout Washington County. Identify system training and planning needs and creates complex documentation in support of this.
4. Directly manage five staff members and work with the Assistant Library Director to ensure proper management of other headquarters staff and the branch libraries. Hire, train, evaluate and schedule these staff members.
5. With the Assistant Library Director, manage a wide range of technology projects, including development of the library's online catalog, making improvements to our internal network, improving the WCLS web site, making database purchases and recommendations, and identifying methods of using technology to improve WCLS workflow. Also, work with member libraries to implement technology projects. Recent examples of this have included RFID conversion, the installation of software to automate the computer sign-in process, and developing step-by-step documentation for managing and tracking standing order purchases in our automated system.

6. With Assistant Library Director, manages the facility and vehicles of the Washington County Library System. Identifies facility issues and works with staff and Washington County representatives to make improvements and identify cost savings.
7. Directly purchases a variety of music, books, and film for the branch libraries. Works with their city officials to identify and implement facility improvements. With Assistant Library Director, manages public service activities at the branches.
8. Performs other duties as assigned, including compiling statistics, attending board and professional meetings, answering direct queries to patrons, writing reports, etc.

**SUPERVISORY RESPONSIBILITIES:**

Directly supervises five staff members and supervises all staff in the absence of the Assistant Library Director. Carries out supervisory responsibilities in accordance with the county's policies and applicable laws. Interviews, hires, and trains employees; plans, assigns, and directs work, writes performance appraisals, addresses complaints and resolves problems. Supervises four additional employees indirectly through the Assistant Library Director.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:**

ALA Accredited Master of Library Science degree is required. Minimum of five years library experience is required. Must have excellent interpersonal skills. In depth knowledge of Innovative Interfaces Millennium library automation software required.

**OTHER SKILLS AND ABILITIES:**

The incumbent should possess significant computer skills, including a broad background in implementing technology in libraries. They should also have strong written and verbal communication skills as well as research skills. Excellent organizational skills and the ability to set priorities and establish and maintain effective working relationships with personnel and the general public are required.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, reach with hands and arms, use hands to handle or feel objects/controls and talk or hear. The employee is occasionally required to walk. Must also stoop, kneel, crouch, crawl, climb or balance. The employee may need to climb ladders and lift or move up to 40 pounds. Specific vision abilities required by this position include close, distance and color vision and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the typical work environment is moderate.