



**CITY OF WINNSBORO**

**JOB TITLE:** LIBRARY DIRECTOR

**DEPARTMENT:** ADMINISTRATION

Full-time; Exempt

**GENERAL SUMMARY**

The Library Director is responsible for the management of Gilbreath Memorial Library, its collection of works and the provision of library services to patrons and community organizations. Duties include policy recommendation, departmental planning, direction and administration of library activities. The work requires that the Director have thorough knowledge, skill and ability in every phase of the public library field.

The Library Director works under the direct supervision of the City Administrator.

**SUPERVISION**

The Library Director serves as immediate supervisor to the Library Assistant.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Draft and recommend policy to the City Administrator and City Council for the implementation of public library goals and objectives
- Direct the operations of Technical, Adult, and Children's services
- Evaluate and administer library programs such as circulation, reference, children's services, community services and public information
- Direct the development and maintenance of the library collection of books, periodicals, movies, microfilm and a variety of other catalogued materials
- Direct the development, repair and maintenance of the library building
- Prepare the annual library budget and presents budget requests to City Council
- Direct and control the expenditures of library funds within the constraints of approved budgets
- Confer with State agencies, other public libraries, businesses and community groups in the development of library programs
- Prepare annual Texas State Accreditation report
- Direct the training of library staff in technical and administrative library skills
- Direct and participates in personnel actions such as hiring, termination, evaluation, and other labor relations
- Represent the Library on regional and state committees and serves as the city authority on library issues
- Prepare work schedules and assigns responsibilities
- Direct and manages volunteers
- Write and prepare grant requests to state and federal agencies, and non-profit foundations, and administer grant funds and follow up reports upon reward
- Direct patron services

- Attend workshops, conferences, and meetings to stay informed on issues related to library management
- Attend professional training classes to build knowledge and skills as required by The Texas State Library and Archives Commission. Minimum of 10 C.E.s annually
- Pursue and apply for Grant opportunities
- Evaluate collections for balance and comprehensiveness
- Cooperate and collaborate with community and civic groups
- May be required to speak before local groups
- Purchase books, furnishings and equipment

#### **EDUCATION, DEGREES, CERTIFICATES AND/OR LICENSES**

The above knowledge, skills, and abilities are usually acquired through a combination of education and/or experience equivalent to:

- Master of Library Science (MLS) preferred, not required
- Library and/or Literature credits (preferred) not required
- Experience working in a public library (preferred)

#### **OTHER ITEMS**

This job description is subject to change at any time. This is an *at-will* position without a definite duration or term of office.

This job is classified as FLSA exempt and employee will adhere to all City policies and procedures as set out in the Personnel Policy manual.

The City of Winnsboro is committed to compliance with the Americans with disabilities Act, and is an Equal Opportunity Employer.