TITLE:	**Library Director**	**JOB CODE:**	1111
PREPARED:	6/30/03	**FLSA:**	Exempt
UPDATED:		**REVISION #:**	

Summary: Under general direction, provides executive management and direction over the activities of the County's library.

Distinguishing Characteristics: This is a Department Head position with the discretion to exercise broad administrative and managerial authority.

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledges, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Provides leadership and direction in the development of short and long range plans and projects; gathers, interprets and prepares data for studies, reports and recommendations; coordinates Department activities with other departments and external agencies.
- Selects and supervises staff; conducts staff training and development; reviews and evaluates staff performance; meets, discusses and provides direction to staff regarding work assignments and projects.
- Performs a variety of administrative activities including budgeting, financial management, employee scheduling, payroll reporting and report processing.
- Develops and implements program goals, objectives, policies and priorities; formulates library rules and procedures; interprets laws, regulations and policies.
- Identifies and prepares grant applications and monitors the expenditure of funds.
- Plans and implements public relations and outreach programs to build support for the library.
- Identifies new acquisitions for the library's collection.
- Coordinates a variety of administrative activities including employee scheduling, payroll reporting and report processing.
- Attends and participates in Library Board meetings.
- Responds to questions and concerns from the general public.
- Performs related work as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

- Knowledge of the principles and practices of library management.
- Knowledge of the principles, practices and concepts of library science.
- Knowledge of the supervisory principles, practices and methods.

- Knowledge of the principles and practices of administrative management.
- Knowledge of grants writing and administration.
- Knowledge of County policies, procedures, rules and regulations.
- Skill in planning, developing and implementing policies, procedures, rules and regulations.
- Skill in interpreting laws and regulations.
- Skill in effectively supervising, leading and delegating tasks and authority.
- Skill in effective oral and written communications.
- Skill in establishing and maintaining effective working relationships with subordinates, the library Board and the general public.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.

Education, Experience, Certifications and Licenses:

- Bachelor's Degree in Library Science or a closely related field.
- May require a Master's Degree in Library Science or a closely related field.
- Five years of experience in library administration, with a minimum of two years of supervisory experience.
- State of Nevada Public Library certification.
- Possess of a valid State of Nevada Driver's license.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an internal environment.
- Subject to standing, walking, sitting, bending, reaching, kneeling and lifting objects up to 25 pounds.

Equipment and Tools Utilized:

- Special Equipment includes computerized and conventional office equipment, calculator, microfilm reader and motorized vehicle.