

JOB INFORMATION

Department:	Libraries of Sumner County: Hendersonville, Gallatin, Millersville, Portland, Westmoreland
Title:	Library Director
FLSA Status:	Exempt
Supervisor Job Title:	Sumner County Library Board

SUMMARY

This position is responsible for the daily operation and management of the assigned location (Hendersonville, Gallatin, Millersville, Portland, Westmoreland). These duties include facility stewardship, employee management, customer service, public relations, programs, and financial management.

ESSENTIAL JOB DUTIES

- A. Ensures the building is opened and closed at the correct times.
- B. Assists with daily operations of the library when necessary to include daily opening and closing procedures, assisting with the circulation or reference desks, etc.
- C. Reports maintenance issues to proper authorities.
- D. Communicate all emergencies to the Sumner County Library Board.
- E. Maintains a clean and neat environment.
- F. Hires, trains, and terminates employees as necessary.
- G. Resolves staff conflicts.
- H. Develops a consistent and effective employee work schedule.
- I. Listens to and addresses concerns and complaints from library patrons.
- J. Engages in library programs, works the circulation desk, and provides a great library experience for library patrons.
- K. Develops professional relationships with civic groups and organizations within the service area of the library.
- L. Evaluates the community's wants and needs for services and programs. Develops programs using the assets within the location.
- M. Evaluates and recommends additions to or culling items from the Library's collections to ensure the library remains relevant and vital to the community. In accordance with TCA recommendations.

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- N. Collects statistical data regarding services, materials, and events. Report data, including calendar of events, to the Sumner County Library Board.
- O. Prepares annual budget and various reports as needed for location, under the guidance of the Sumner County Library Board.
- P. Maintains complete and accurate records of location finances.
- Q. Assists with daily operations of the library when necessary to include daily opening and closing procedures, assisting with the circulation or reference desks, etc.
- R. Performs other related duties as required.
- S. Attend regularly scheduled Sumner County Library Board meetings
- T. Attend Sumner County Library Board Special Called meetings as requested.
- U. Payroll and reconciling and processing of all invoices through the Sumner County financial system.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Library science including the appropriate cataloging and storing of books, periodicals, reference materials, etc.
- Knowledge of Sumner County Library Board By-Laws, policies, TCA laws and regulations governing library operations including copyright and privacy laws.
- Automated library systems and resources.
- Acceptable supervisory techniques and practices including the selection, evaluation, motivation, and discipline and/or discharge of staff.
- Commonly utilized computer programs including Microsoft Office

Ability to:

- Effectively supervise and direct the activities of support staff.
- Prepare and monitor annual budgets and ensure the proper accounting of all receipts and expenditures.

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<ul style="list-style-type: none"> <input type="checkbox"/> Remain current on new developments in library operations and apply them effectively on the job. <input type="checkbox"/> Interact effectively with library patrons, local and regional officials, co-workers, community organizations, and the public. <input type="checkbox"/> Establish and maintain effective working relationships with Sumner County Library Board, co-workers, and the public. <input type="checkbox"/> Maintain confidentiality and respect individual privacy and rights in dealing with customer and/or employee records and personal information. <input type="checkbox"/> Adhere to and enforce all library and county policies, procedures, and restrictions. <input type="checkbox"/> Present self as a positive, unbiased, and professional role model including having a pleasant attitude, refraining from using profanity, and always remaining professional with library guests. <input type="checkbox"/> Physically perform the essential functions of the job as described above. 	
EDUCATION AND EXPERIENCE	
<p>The required knowledge, skill, and abilities to satisfactorily perform job duties are typically attained through one of the following:</p> <ul style="list-style-type: none"> ● Bachelor's degree ● Administrative and/or Management experience. 	
LICENSES, CERTIFICATES, AND OTHER REQUIREMENTS	
<p>The employee must possess and maintain a valid Tennessee Driver's license.</p> <p>Must obtain library certification within the first 5 years of employment.</p>	
WORK ENVIRONMENT/PHYSICAL DEMANDS	
<p>Work will be performed primarily indoors. The job duties require extended periods of walking, standing, sitting, bending, stooping, kneeling, reaching, and lifting moderately heavy objects up to 25-50 pounds.</p>	
EQUIPMENT USED	

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The employee will operate a variety of office equipment to include telephone, computer, printer, scanner, microfiche reader, etc.	
SUPERVISION EXERCISED	
This position is responsible for the direct supervision of the staff of the assigned library. Employees may include but not limited to a number of positions that include: Children's Services Librarian, Cataloging & Acquisitions Librarian, Adult Services Librarian, Teen/Catalog Librarian, Sr. Library Clerk/Operations Coordinator, Library Clerk I, Library Clerk II, and Custodian.	
<p><i>The duties and responsibilities described herein are not intended to be a comprehensive list. Additional tasks may be assigned to employee from time to time or the scope of the job may change as necessitated by business or county demands.</i></p>	
APPROVAL	
REVIEWED BY:	
DATE:	