

Interim Library Director

Beg. Date-Thursday, September 1, 2022

Closing Date-Friday, September 30, 2022

Job Title: Interim Library Director South Routt Library District

Website: southroutt.colibraries.org

Job Description:

The South Routt Library District is accepting applications for the position of Interim Library Director. This position will entail the management of two library facilities, the supervision of staff, management of all library operations, and a variety of administrative and technical activities including budget and computers. This position is for an Interim Director with the possibility of permanent Director after six (6) months. Anticipated 32 hours with the possibility of flexibility for the right candidate.

Qualifications:

A bachelor's degree or MLS preferred but not required, 3-5 years of library related experience will be considered. Knowledge of a wide range of library operations including strong communication and interpersonal skills required. The schedule is flexible but may include some evening and weekend hours.

Salary Range:

\$17-\$25 an hour depending of qualifications and experience

How to apply:

Applicants should submit an application and resume, including three (3) non-personal references:

Email to southrouttlibrarydistrict@gmail.com

Drop off at the Oak Creek Library, 117 Main Street, Oak Creek or Yampa Library, 116 Main Street, Yampa

Mail to the address below:

South Routt Library District

Director Search

P.O. Box 175

Oak Creek, Co 80467

Please review the full job description and duties and email the address above or call 970-736-8371 with any questions.

Interim Library Director for the South Routt Library District

Position Overview

Plans, organizes, and directs a comprehensive program for two community libraries, encompassing care and maintenance of district buildings, equipment, and facilities. The director develops, administers, supervises, and coordinates the work of staff, substitutes, and volunteers, performs managerial duties related to personnel, budget, collection development, programming and public relations under the policies approved by the South Routt Library District's board of trustees.

Primary Responsibilities:

- Supervises the library staff, through appropriate delegation, to create a harmonious environment.
- Administers personnel policies and procedures for library employees, including training, development, scheduling, and evaluation.
- Participates in the recruitment and selection of library personnel.
- Responsible for developing print and non-print collections, including selection, organization, maintenance, preservation, withdrawal, and disposal of materials.
- Prepares and presents library budget proposal for approval, and monitors and approves expenditures from the official operating budget.
- Confers with the District Library Board of Trustees to establish operating policies and to review the libraries services.
- Develops short-term and long-range goals and plans for collections, services, and programs in keeping with the library's mission statement and operating policies; studies and plans development of library services to meet present and future community needs including new facilities.
- Participates in planning, organization, and management of technical and automation services for the library.
- Directs a public relations program to promote and publicize the library's collections, services, and programs with the community.
- Maintains knowledge of new developments in the library profession, including technological advances, through professional organizations, networks, and the Colorado Library Association.
- Interacts with the appropriate town, county, and school employees for the maintenance of the library's building, furnishings, and equipment.
- Responsible for the collection and accounting of fines, fees, and other charges.
- Manages the 501c3 entity in conjunction with the South Routt Friends group.
- Prepares regular narrative and statistical reports for the District Library Board, State Library annual report, and any other that might be required by towns, Routt County, and school board.
- Assists in preparing meeting agendas, materials, and participates in the District Library Board of Trustees meetings.
- Establishes priorities as determined by need.

May also be required to:

- Consult with other libraries, professionals, citizens, and or community groups.
- Prepares grant requests to state, federal agencies, and non-profit foundations, and administers grant funds upon reward.
- Maintains and inventory of library equipment, furniture, supplies and prepares specifications for purchase when needed.
- Assists with direct patron services when needed.
- Attends conferences, workshops, meetings, and professional committee meetings to advance the library.

Required Knowledge, skills, and abilities:

- Ability to: work independently, to organize work for efficient use of time, Prepare clear administrative reports, understand and interpret library policies, procedures, rules, keep records accurately, interact courteously, and effectively with all they might come intact with during work activities.
- The ability to plan, organize, supervise, and evaluate employees and volunteers.
- Show a thorough knowledge of the principles, objectives, and practices of library management.
- Thorough knowledge of library resources: print, non-print, and electronic.
- Ability to represent the library at professional and community meetings and an understanding of public relations procedures.