

Title:	Library Director	Code:	108
Division	Administration	Effective Date:	3/07
Department	Library	Last Revised	3/07
FLSA Cat:	Exempt Full-time	Pay Grade	45

Library Director

JOB DESCRIPTION

The Library Director manages and directs programs, activities and staff of the Uintah County Library (UCL), and provides administrative management and logistical support for the Uintah County Heritage Museum and the Uintah County Regional History Center Archive. Duties include planning, implementing and overseeing all aspects of the library system including reference, youth services, circulation, and information technology. The position determines and implements department programs, policies and processes and conducts long-term planning in support of Uintah County and the strategic plans of the Uintah County Library Board of Directors and the Historic Preservation and Heritage Museum Advisory Board, and establishes and ensures department goals and objectives are accomplished. The Library Director is a member of the Uintah County's Executive Management team and supervises the work of professional, technical and administrative staff. Although the position directly reports to the County Commissioner and the Uintah County Library Board of Directors, work is performed within policies and administrative regulations with wide latitude for exercise of independent judgment.

SUPERVISION RECEIVED

Works under the broad policy guidance of the County Commission and Uintah County Library Board of Directors.

SUPERVISION EXERCISED

Provides general supervision to Assistant Library Director, Library IT Systems Manager, Museum & Archive Curator, Librarians, Cataloging Administrator and Circulation Supervisor, ILS Manager, and Regional History Supervisor.

Additional duties include, but are not limited to:

- Oversee the development and execution of library services, programs, and collections to address community needs.
- Provide visionary leadership to employees across all departments.
- Act as a liaison between staff and the Uintah County Library Board of Directors, and the Historic Preservation and Heritage Museum Advisory Board, ensuring effective communication and collaboration.
- Work in collaboration with the Utah Department of Cultural and Community Engagement. Specifically the Utah State Library, Utah Division of Arts and Museums, Utah SHPO and Utah Historical Society.
- Oversees and maintains state qualifications to ensure the library, museum, and archive are meeting the standards for state and federal funding.
- Collaborate with the leadership team and Uintah County Auditors Department to develop annual operating budgets and identify capital project needs.
- Present operating budgets to the Library Board, and County Administration for approval.
- Monitor library, museum, and archive finances to maintain adherence to approved

budgets.

- Identify and implement strategic initiatives for library, museum, and archive services and resources in alignment with community needs and the Mission and Vision of Uintah County, Uintah County Library, Uintah County Library Board of Directors, and the Historic Preservation and Heritage Museum Advisory Board.
- Under the purview of the Library and Museum Boards, develop, present, and enforce policies and procedures as approved by the Library and Museum Boards.
- Support and manage staff to deliver high-quality library services and foster a positive work environment.
- Directly oversee key personnel, including the Assistant Director, Managers, Supervisors, and Librarians.
- Oversee implementation and maintenance of personnel management and feedback programs and practices.
- Develop short and long-range plans for facilities and operations.
- Continuously assess community needs and recommend improvements to the Library and Museum Boards.
- Manage and support staff to provide the highest quality library and museum services to the community. Create a positive, supportive working environment that encourages diversity in the workforce and respects diverse points of view. Lead efforts to recruit, hire, and train personnel toward retention of a diverse and talented workforce.
- Represent the library, museum, and archive in community-wide projects and partnerships, as well as at the regional, state and national level.
- Cultivate relationships with community stakeholders to enhance public programming and funding opportunities.
- Develop and communicate a shared vision of library, museum, archive services.
- Oversee and develop additional alternative resources for services and facilities, including grants and corporate support.
- Oversee management and development of library, museum, and archive facilities, including maintenance and future planning for potential renovations or new facilities.
- Ensures the safety and security of library, museum, and archive facilities.
- Participate in professional development activities.

Required Knowledge Skills and Abilities

- Knowledge of principles and practices of public library services, including collection development and support operations.
- Knowledge of principles and practices of museum and archive services, including collection development and support operations.
- Knowledge of current trends and issues in public libraries.
- Knowledge and support of the principles of intellectual freedom.
- Ability to promote interest in the library, museum, and archive to generate support and involvement of the community in library services and programs.
- Knowledge of the principles and practices of administration, including organization, budgeting, Human Resources, capital improvements, and management analysis.
- Knowledge of management principles.
- Ability to delegate work appropriately and plan and direct the work of subordinates.
- Ability to communicate complex concepts orally, in writing, or in presentations.
- Ability to establish and maintain effective working relations with all library, museum, and archive staff, county management, other county departments and agencies, the Library Board of Directors, external groups such as community groups and officials, and the general public.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from an ALA accredited college or university with a Master's degree in Library and Information Science; AND

B. Five (5) years of library experience, one (1) year of which must have been in an administrative or supervisory capacity; OR

C. An equivalent combination of education and experience.

PREFERRED QUALIFICATIONS:

The ideal candidate is a progressive, visionary, and customer-focused leader with the capacity to set and achieve high and attainable goals, and an exceptional library management background in order to administer a large public library system within a community of residents with diverse educational, ethnic and cultural backgrounds. The best qualified candidate will possess strong interpersonal skills, with proven experience building effective and long-lasting business partnerships by collaborating with elected officials, governing boards, county executive leadership, community representatives, employee groups, and other organizations. The candidate is committed to the professional values of public librarianship and creates a community of engagement and innovation. The successful candidate models entrepreneurship, financial stewardship and strategic thinking; cultivates the development and professional growth of staff, and creates a culture of engagement and innovation.

SPECIAL REQUIREMENTS:

- Must complete the State Library UPLIFT Program in a timely manner. This requirement is waived if the applicant has completed a Master of Library Science degree.
- The appointee to this position will be required to complete a criminal background check and a credit history check to the satisfaction of the employer.
- This position requires frequent evening and weekend work and the ability to travel to various locations throughout Uintah County to attend meetings, events, and training.

PHYSICAL REQUIREMENTS:

- Ability to stand, walk, and sit for extended periods
- Capable of lifting and/or moving up to 50 pounds
- Ability to lift/move items of more than 50 pounds with assistance
- Ability to squat, bend, and kneel
- Ability to push/pull book carts
- Must be able to work in an environment with continuous interruptions
- Vision adequate for extensive computer work
- Must have reliable transportation

SELECTION PROCEDURE:

Panel interview.

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time, with or without notice.