

## **Library Director**

The Franklin County Public Library is seeking a full time Library Director to plan, organize, and direct all phases of the County Library system, currently consisting of two branches.

**Responsibilities:** Manage and supervise staff and volunteers in all county library facilities, develop and implement annual plan of service as well as long-range plan, develop and administer operational budgets, acquire and distribute library materials (including cataloging) and promote awareness of library services and functions. Frequent or daily travel between library facilities is required. Must be willing to attend library conferences and training workshops. Travel may be overnight and extend up to a week.

Prepares and presents regular reports at the county commission meetings. Represents the library at community events.

**Qualifications:** Masters Degree in Library and Information Science plus a minimum of two years of progressively responsible experience in professional library work, technology, and management. Must relate well to the general public, have good public relations skills, and be adaptable and flexible.

Drug screening and background checks are required. Must have valid Driver's License.

Application and Job Description available on [franklincountyflorida.com](http://franklincountyflorida.com) under job postings. Applications must be submitted to the Franklin County Planning and Zoning Office, 34 Forbes Street, Apalachicola, Florida 32320 by 4:00 pm on Friday, June 21, 2019.

Franklin County is an Affirmative Action/Equal Opportunity Employer/Drug Free workplace.

**PUBLISH DATES:** Thursday, June 6, 2019 and Thursday, June 13, 2019

Franklin County Public Library  
Job Title: Library Director  
Franklin County Board of Commissioners

General Statement of Position

The Library Director is responsible for the administration of all library functions within the goals, guidelines, and policies established by the Franklin County Board of Commissioners and the Franklin County Public Library Advisory Board. This responsibility includes the organization and dissemination of information and services through the effective utilization of library resources. The Director is responsible for two library facilities, fiscal management, and personnel including volunteers. The Director is expected to provide a leadership role with the library, the community, and the library profession. The Director serves as the official representative of the library.

**AREAS OF RESPONSIBILITY:**

**1. General Administration and Management**

Formulate and recommend policies to the Franklin County Board of Commissioners. Implement library policies and procedures. Prepare and submit an annual budget to the Franklin County Board of Commissioners; direct and monitor expenditures. Provide monthly financial planning data to assist in establishing long and short-term financial priorities. Look for new revenue sources and collaborations with other organizations.

Collaborate with the Wilderness Coast Public Libraries Administrator for distribution of Florida State Aid to Public Libraries funds and Florida State Aid to Public Libraries grant funded programs. Coordinate with Jefferson County and Wakulla County Library Directors in the planning and implementation of Wilderness Coast Public Libraries projects.

Employ management techniques effectively in directing, planning, organizing, staffing, coordinating, budgeting, and evaluating the library's operation. Direct the maintenance of the library buildings and grounds and recommend future space needs. Establish and maintain a staff manual of library procedures. Demonstrate leadership within the organization by taking initiative, solving problems, effecting change through the action of others, and encouraging the development of other staff through a positive work environment.

## **2. Planning, Organization, and Evaluation**

Plan, organize, coordinate, and direct a balanced program of library service to meet the immediate and long-range goals of the library and the community. Identify the standards of excellence for all operations. Evaluate the effectiveness of library services in relation to the changing needs of the community. Provide for critical review of internal library operations such as acquisitions, circulation, etc. Analyze data effecting the library's operation such as legal, physical, and statistical factors. Investigate new trends and specific library programs and facilitates testing of new techniques, materials, and equipment to improve the operation of the library.

Plan for the expansion and improvement of library facilities and services. Identify patron needs, work with grant funders, interagency partners, fundraisers, architects and others to prepare for approved expansion. Prepare budgets, write Request for Proposals (RPs), and arrange for temporary facilities as needed.

## **3. Personnel Management**

Develop staff job descriptions, recommend and administer personnel policies. Hire, evaluate, promote, discipline and terminate staff. Define expectations for staff performance and set goals for service and programming.

Supervise the work of Library Assistants, temporary employees, community service workers, and volunteers. Ensure adherence to established policies, procedures and standards. Work to promote high staff morale. Supervise planning for optimum utilization of personnel. Provide in-service programs for employee training and development, encouraging staff input. Ensure that staff performance appraisals are done on a regular schedule.

## **4. Operations**

Develop and administer Library operation budgets. Submit bills, payroll, and other financial needs in cooperation with the Franklin County Clerk of Courts finance office. Submit appropriate expenditure reports and budget revision requests as needed. Prepare and submit various reports and records as required by County management. Responsible for submitting all annual E-rate proposals and follow-up materials. Maintain records of purchase orders.

Responsible for library facilities and equipment. Coordinate necessary work with County staff or outside service vendors as appropriate. Ensure building repairs and maintenance comply with safety and appropriate ADA requirements. Maintain and implement closing and opening procedures, ensuring Library branches are accessible during hours of operation and security of Library buildings during the hours it is closed.

Select Library materials based on needs of the Library and community relative to budgetary limitations. Catalog collection items according to standard procedures. Employ cataloging rules, software and online resources to prepare MARC records for books, and other library materials. Employ Library of Congress Subject Headings. Number nonfiction items according to the Dewey Decimal system.

## **5. Community and Professional Development**

Recommend and administer public relations programs. Liaise with press and news representatives. Represent the library and speaks before community, civic, and other groups regarding the objectives and activities of the library. Establish and maintain effective working relationships with other governmental agencies, civic and community groups, and the general public.

Serve as liaison to, or member of, various governmental boards, the Multi-County Library board, and other advisory or oversight committees or boards. Serve as authorized representative of the Friends of the Franklin County Public Library, and on relevant community boards to increase community awareness of Library services and functions; and to increase the Library's opportunities to collaborate with community organizations for cooperative venture. Maintain membership in, and actively participates in, professional Library organizations.

## DESIRED QUALIFICATIONS

An American Library Association (ALA) accredited Masters Degree in Library and Information Science (MLIS). Two years of library administrative experience, including supervisory ability and experience. Experience in budget development, long-range and annual plan implementation and preparation of reports on behalf of the library for submission to the state. High level of knowledge of computer and networks and electronic resources. Any equivalent

combination of training or experience which provides the required knowledge, skills and abilities, may be considered.

#### PHYSICAL REQUIREMENTS

Must be physically able to operate a variety of machinery and equipment including computers and their peripherals, copiers, fax, scanners, and audio-visual hardware. Frequent lifting of 10 to 15 pounds; occasional lifting of up to 50 pounds.

#### KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of theories, concepts, principles and practices of modern library management.
- Thorough knowledge of principles and practices of library and information sciences.
- Thorough knowledge of library techniques, technologies, systems, working tools, and procedures.
- Knowledge of the financing sources and programs available through local, state, federal and private funding agencies, and of the requirements and standards for obtaining and retaining grant-funded programs.
- Knowledge of the principles of supervision, organization, and administration.
- Knowledge of the education levels and reading needs of specified areas of library service regional coverage.
- Knowledge of the requirements, policies and procedures of various media outlets necessary for promotional activities.
- Knowledge of basic marketing techniques.
- Ability to use a variety of computer software including standard word processing programs.
- Ability to interact knowledgeably with computer technicians, vendors, and service repair persons.
- Ability to plan, organize and administer a public library.
- Ability to administer the development of programs of interest to children and adults of various age levels and educational backgrounds.
- Ability to plan and direct the work of library staff, including professionals, paraprofessionals, and volunteers.
- Ability to implement specialized library methods and principles in bibliography, cataloging, classification, and reference services.
- Ability to present ideas effectively orally and in writing.
- Ability to assist in all aspects of library service delivery, as needed.

- Ability to establish and maintain effective working relationships with community groups, departmental personnel and library patrons, and as otherwise necessitated by work assignment.