

Library Director – Snowflake-Taylor Public Library

Snowflake, AZ

40 hours per week

Work Schedule – Varies

General Description: Management level position that reports to the Town Manager and is accountable for the daily operation of the Library. Performs a variety of administrative and supervisory work and complex clerical work in planning, organizing and implementing the programs and services of the library system.

This position works with considerable freedom of action yet must work within the confines of the policies and direction of the Joint Services Committee. Supervises, coordinates and performs a variety of complex professional and administrative tasks in planning, developing, directing and managing the Snowflake-Taylor Public Library.

Supervision Received: Supervised by and receives administrative direction from the Town Manager. The Librarian exercises supervision over the Library Assistant as well as any library volunteers.

- Plans, organizes, administers, reviews and evaluates the activities of assigned staff.
- Recommends selection of staff; trains staff and provides for their professional development; administers discipline as required.
- Contributes to the overall quality of the Library service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies, procedures and services in relation to the changing needs of the community.
- Responds to and resolves customer inquiries; explains policies and procedures; provides customer service, collection assistance, technical assistance and reference assistance.
- Develops, implements and administers budget for library.
- Develops, implements and administers plans for collection layout and space requirements; develops book displays; oversees the creation of displays relevant to programs and promotions.
- Manages and accounts for funds from sale of library materials and the collection of fees and fines; oversees reconciliation of cash receipts.
- Develops and implements programming and events; evaluates effectiveness of programs; monitors community trends and service needs.
- Maintains awareness of current library trends and developments through professional reading, conference attendance and organization participation.
- Performs duties of assigned staff as required.
- Oversees facility management to ensure safe and efficient use; documents and reports housekeeping and facility issues.
- Represents Snowflake-Taylor Public Library in meetings with representatives of professional, business and community organizations and with the Navajo County Consortium

Required Skills

Degree in library science, liberal arts, public administration or a closely related field.

4 years of professional librarian experience

Some experience in a supervisory capacity.

Analytical abilities sufficient for evaluating daily use of the library and scheduling staff to best serve the public.

Interpersonal skills sufficient for attracting and retaining volunteers and encouraging staff members in their pursuit of excellent customer service to the public and for effective leadership of staff.

Preferred Skills

Master's of Library Science from a school accredited by the American Library Association.

Compensation

This position pays a salary in a range of \$40,000 to \$46,000 based on comparable and related experience. Health, dental, vision, life and long-term disability plans. Cumulative sick leave. State-paid retirement fund. Vacation based on length of service. Deferred compensation plan (457). Variety of voluntary insurance plans. High-Deductible spending account.

Physical Demands

Physical stamina for standing and walking frequently. Ability to lift/carry up to 20 lbs and push/pull up to 25 lbs frequently.

Desired Start Date

February 2020
Open Until Filled