



## RUSSELL PUBLIC LIBRARY DIRECTOR

### *Required Knowledge and Skills*

#### **Knowledge of:**

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Principles and practices of public library operations.
- County, state, and federal laws, statutes, and ordinances related to library services.
- Administrative principles and practices, including goal setting, program development and implementation, evaluation, and management of employees
- Principles and practices of motivating employees
- Principles and practices of finance and accounting, public and private funding sources, and budget development, administration, and control.
- Computer systems related to library operations.
- Standard office practices and procedures, including records management.
- Communicating effectively in oral and written forms.

#### **Skill in:**

- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Training others in policies and procedures related to the work.
- Developing and implementing goals, objectives, procedures and work standards.
- Planning, organizing and administering a comprehensive library services program.
- Providing customer services in the most cost effective and efficient manner.
- Preparing clear and concise reports, policies, procedures, correspondence and other written materials.
- Making effective oral presentations to groups
- Using initiative and independent judgment within general policy guidelines.
- Dealing successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone.



### *Job Description*

The library director shall be a full-time employee. The library director shall be in complete charge of the operation of the library and shall have full authority and responsibility for administering the library in all respects subject to the general direction, approval, and control of the Library Board. The duties of the library director shall include but not be limited to the following:

- Book selection and ordering
- Serve as a designated officer for federal and state income tax, social security, KPERS, and unemployment tax reports.
- Report to Library Board at monthly board meetings and attend special board meetings.
- Augment the policies of the Library Board.
- Oversee the maintenance of the library building and grounds.
- Assist patrons in their use of library collections and services.
- Have ability to work in a typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength and agility to lift and carry up to 20 pounds.
- Manages assigned staff and directs the activities of assigned staff
- Acts as an advocate for library services to the community, as well as governing bodies such as Russell City Commissioners, community groups, schools, and businesses
- Represents the library to various community and professional groups such as the Central Kansas Library System and the Kansas Library Association.
- Determines library funding needs, costs of services, and revenue projections; prepares an annual budget to be submitted to the Library Board which monitors the annual budget.
- Directs the general day-to-day operation of the library and program planning, including circulation, reference, technical services, technology services, adult, children, and teen services, and community outreach with library staff.
- Stays abreast of trends and innovations within the field of technology management and administration.
- Develops, reviews, and manages goals and objectives; assesses community needs; assures activities are in compliance with all applicable laws, policies, regulations, timelines, and goals; prepares and analyzes corresponding statistical reports.
- Represents the library with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.



## Benefits

- The library participates in the Kansas Public Employees' Retirement System (KPERs). Employee membership is mandatory for all employees in covered positions. A covered position for non-school employees is covered by Social Security, is not seasonal or temporary, and requires at least 1,000 hours of work per year.
- Full-time employees shall receive 2 weeks of vacation if they have been employed for 1-5 years, 3 weeks of vacation if they have been employed for 6-10 years, and 4 weeks of vacation if they have been employed for 11 or more years. Full-time employees may carry over up to 40 hours of vacation time to the following year. The carryover vacation time must be used by the first day of the anniversary of the employee's hiring. If up to 40 hours of carryover is not used by the 1<sup>st</sup> day of their anniversary month, the employee will forfeit those hours of vacation. When a holiday falls within an employee's vacation, it does not count as a working day. Vacation will be granted in increments of no less than one half (1/2) working day.
- Sick days accumulate at 8 hours per month, capping at 160 total hours (20 days) per year. Sick days do not expire.
- The following holidays are paid vacation days, New Year's Day, President's Day, Martin Luther King Jr. Day, Juneteenth, Independence Day, Labor Day, Bereran's Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve Day, and Christmas Day. When Christmas falls on a Friday, the library will be closed the following Saturday. Should a holiday fall on a Sunday, the library observes the holiday on the following Monday.
- Fully paid Health and Dental Insurance from BCBS.