

**GILLESPIE COUNTY**  
**Job Posting Announcement**

Posting Date: 09.26.2022

Closing Date: Until filled



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**Available: 10.3.2022**

**Position/Title: Library Administrator**

**Pay Grade: 22**

**Salary Range: \$53,872 to \$76,253**

**GENERAL DESCRIPTION:**

The Library Administrator provides high quality library services for the citizens of Gillespie County. The Administrator manages the staff, services and facilities and provides library administration, budgeting, planning and policy recommendations. This is accomplished by communication and regular interaction with staff, other departments and the community, monitoring needs and expenditures, planning and managing facility, staff services and library collection. The Administrator will also proactively promote the Pioneer Memorial Library within the community and closely works with the Texas State Library staff in Austin, or elsewhere.

**ESSENTIAL DUTIES / FUNCTIONS:**

Essential duties/functions, under the supervision of Gillespie County Commissioners Court, may include but are not limited to the following:

1. Monitor the library's organization and staffing to be responsive to citizen needs, expressed and anticipated.
2. Work with staff, Library Advisory Board and Commissioners Court to develop, review and administer library policies and procedures.
3. Promote the library in a positive manner by interacting with community leaders, public entities and community functions and other libraries.
4. Promote the special library events involving children's programs, special events (author series, etc.) or other programs normally expected in a library setting.
5. Prepare and monitor the budget for the library.
6. Consult with staff regarding library programs.
7. Prepare a plan for the library with regard to community input.
8. Address patron issues.
9. Evaluate and select equipment, supplies and software.
10. Plan for and attend meetings.
11. Interact with public, civic, educational and private organizations in the development and delivery of library services, programs and activities.
12. Inspect buildings related to library operations and reports any maintenance issues to the Facilities Maintenance Department in a timely manner.
13. Administer the selection, acquisition, processing and maintenance of all library materials and equipment; meet with vendors to evaluate products and negotiate pricing.
14. Authorize invoices for payment.
15. Resolve invoice and account problems.
16. Prepare and coordinate publicity materials.
17. Compose and respond to library correspondence.
18. Maintain community relations to promote library services, programs and activities.
19. Research and apply for grants and additional funding to supplement the library budget.
20. Conduct staff meetings.
21. Examine and approve time sheets.
22. Interview and hire library staff.
23. Discipline, evaluate, terminate or reduce library staff when necessary.
24. Supervise staff work.
25. Arrange schedule for library staff.

26. Deal with staff issues, conflicts and concerns.
27. Fill in at various service desks in absence of regular staff
28. Assist patrons with use of online resources and other request
29. Select materials and electronic resources for the collection.
30. Maintain activity reports and accrue professional development hours to meet Texas State Library standards for library accreditation.
31. Perform other related duties / functions as may be required or as delegated by Commissioners Court.

### **KNOWLEDGE, SKILLS and ABILITIES**

The ideal candidate will have the following Knowledge, Skills and Abilities:

1. Interact in a positive manner with other County Department heads, Commissioners Court and Library Advisory Board
2. Manage and supervise employees to achieve library outcomes and performance measures.
3. Knowledge of library classification and reference systems.
4. Knowledge of the methods, policies, practices, principles and procedures of professional library work.
5. Knowledge of library management practices and techniques.
6. Knowledge of County policies and procedures.
7. Manage multiple and changing priorities as may be necessary.
8. Establish and maintain effective working relationships as necessitated by work assignments.
9. Be open to learning the use of new equipment.
10. Remain calm and courteous during stressful situations.
11. Deal effectively with patrons of all ages in a professional and positive manner consistent with public service work.
12. React to change positively and perform additional tasks as may be assigned from time to time.
13. Since the Pioneer Memorial Library is such a focal County facility, the Director must have the ability to effectively communicate with both internal and external customers and must always present a positive attitude. Good communication skills are absolutely crucial in the overall operation of the library in providing the best customer service possible.

### **MINIMUM REQUIREMENTS / QUALIFICATIONS:**

- Graduate degree in library and information studies or equivalent from an American Library Association accredited university.
- 3 years library administrative experience.
- Must be at least 18 years of age
- Must consent to and pass criminal background check.
- Must attend a minimum of 20 hours per year of appropriate training or receive 3 hours of college credit.

### **Application Information:**

**An Application must be completed for each position. No résumés accepted in lieu of an application form.** Applications can be downloaded from the Gillespie County "Employment Opportunities" link at <https://www.gillespiecounty.org/>

Please return completed application to:

Jennifer Doss: [jdoss@gillespiecounty.org](mailto:jdoss@gillespiecounty.org)  
or mail to:  
Gillespie County  
101 W. Main St., Mail unit #11  
Fredericksburg, TX 78624

*Gillespie County is an Equal Opportunity Employer. A background check will be required of finalist. New or rehired potential employees will be required to provide documentary proof of their eligibility for employment. Gillespie County is a public employer; therefore, all applications are public information.*