

COUNTY OF GILLESPIE
JOB DESCRIPTION



Library Administrator for
Pioneer Memorial Library

Department: Pioneer Memorial Library

Position: Library Administrator

PAY GRADE: 22

Starting Rate: \$70,000 based on experience

FLSA Category: Exempt, Full Time

DESCRIPTION OF POSITION:

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:

- Monitor the library's organization and staffing to be responsive to citizen needs, expressed and anticipated.
- Work with staff, Library Advisory Board and Commissioners Court to develop, review and administer library policies and procedures.
- Promote the library in a positive manner by interacting with community leaders, public entities and community functions and other libraries.
- Promote the special library events involving children's programs, special events (author series, etc.) or other programs normally expected in a library setting.
- Foster a welcoming, inclusive atmosphere that meets the needs of a diverse rural and regional population.
- Prepare and monitor the budget for the library.
- Consult with staff regarding library programs.
- Prepare a plan for the library with regard to community input.
- Address patron issues.
- Evaluate and select equipment, supplies and software.
- Plan for and attend meetings.
- Interact with public, civic, educational and private organizations in the development and delivery of library services, programs and activities.
- Inspect buildings related to library operations and reports any maintenance issues to the Facilities Maintenance Department in a timely manner.
- Administer the selection, acquisition, processing and maintenance of all library materials and equipment; meet with vendors to evaluate products and negotiate pricing.
- Authorize invoices for payment.
- Resolve invoice and account problems.

- Prepare and coordinate publicity materials.
- Compose and respond to library correspondence.
- Maintain community relations to promote library services, programs and activities.
- Research and apply for grants and additional funding to supplement the Library budget.
- Conduct staff meetings.
- Examine and approve time sheets.
- Interview and hire library staff.
- Discipline, evaluate, terminate or reduce library staff when necessary.
- Supervise staff work.
- Arrange schedule for library staff.
- Deal with staff issues, conflicts and concerns.
- Fill in at various service desks in absence of regular staff
- Assist patrons with use of online resources and other request
- Select materials and electronic resources for the collection.
- Maintain activity reports and accrue professional development continuing education hours to meet Texas State Library standards for library accreditation.
- Perform other related duties / functions as may be required or as delegated by Commissioners Court.
- Expand and support diverse programming in areas such as the arts, literature, science, civic dialogue, youth services, and digital literacy.

KNOWLEDGE, SKILLS and ABILITIES

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

- Interact in a positive manner with other County Department heads, Commissioners Court and Library Advisory Board
- Manage and supervise employees to achieve library outcomes and performance measures.
- Knowledge of library classification and reference systems.
- Knowledge of the methods, policies, practices, principles and procedures of professional library work.
- Knowledge of library management practices and techniques.
- Knowledge of County policies and procedures.
- Manage multiple and changing priorities as may be necessary.
- Establish and maintain effective working relationships as necessitated by work assignments.
- Be open to learning the use of new equipment.
- Remain calm and courteous during stressful situations.
- Deal effectively with patrons of all ages in a professional and positive manner consistent with public service work.
- React to change positively and perform additional tasks as may be assigned from time to time.
- 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.

WORKING CONDITIONS and SCHEDULES:

County facilities, including vehicles, are smoke-free and alcohol free working environments. Location of this position is in the Pioneer Memorial Library which consist of a normal office environment (heated/air conditioned) in multi-person, open bay area typical of a public library setting.

The position requires daily and prolonged repetitive motor movements, such as but no limited to: computer data entry, stooping, bending, lifting, pushing and pulling.

Normal work schedule is Monday through Saturday, forty hours per week with varying schedules each day. This includes rotating shifts on Wednesday evenings and Saturdays. Overtime and/or unscheduled hours, holidays, and/or weekends may be required in the case of excessive workloads, unforeseen personnel shortfalls, or emergency situations. Regular work attendance is essential. Employee must arrive to work on time, prepared to perform assigned duties and work assigned schedule. Employees are required to record their work hours properly and to submit time records promptly to their supervisor.

APPLICATION INFORMATION

No resume will be 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 your completed application to:

Email: hr@gillespiecounty.org

In Person: Gillespie County Courthouse room B-102

Mail: 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.

I have read and understand the essential duties / functions; skills and abilities; minimum requirements; and working conditions and schedules of this position.

Signature_____ Date_____