

Library Director

Lone Cone Library Job Description

Overview

The Library Director brings the library vision, mission, and values to life. To this end, the director oversees staff, facilities, and operations.

<https://ed.cde.state.co.us/cdelib/standards-governance>

This position reports directly to the Lone Cone Library Board of Trustees.

Schedule and Salary:

This position would be approximately 35-40 hours per week. Must be able to work a flexible schedule that includes days, evenings, and weekends, as needed. The Director will have a health benefit paid by Lone Cone Library.

This position's hiring range is between \$55,000 and \$70,000, depending on experience.

Education Requirements:

Bachelor's Degree

Master's Degree preferred, especially in Library Science

Required Skills:

- Management Experience
- Experience working in a Library preferred
- Ability to work for a Board of Trustees
- Experience creating and working with a budget
- General knowledge of Colorado Library and Special District Law
- Public Speaking Skills
- Fundraising/Grant Writing Experience
- Networking
- Ability to make decisions quickly when needed
- Experience in Human Resources and staff evaluations
- High level of communication skills
- Proficient with technology and social media
- Organized

- Self-Starter
- Ability to self-monitor and set personal goals
- Ability to work independently and as part of a team
- Strong work ethic
- Bilingual in Spanish a plus

Job Duties-including but not limited to:

(Taken from 2024 Colorado Library

Standards-<https://ed.cde.state.co.us/cdelib/standards-governance>)

- Serves as the liaison between the governing authority and library staff, including communicating priorities to staff and sharing significant staff concerns that may inform governing decisions.
- Prepares and presents regular reports, budget updates, and recommendations to the library's board of trustees/governing authority.
- Hires and supervises library staff members who are representative of local community demographics.
- Manages the library on a daily basis by planning, organizing, and directing building and grounds maintenance, technology, collections, services, and programs for all people in the community.
- Upholds (with the help of staff) written policies and procedures for the library, including supervision, operations, fiscal matters, and services
- Writes and oversees procedures that are aligned with policies and library professional ethics. Regularly reviews and revises policies and procedures, adding new policies when necessary. Ensures staff are trained on all policies and procedures.
- Maintains written emergency procedures, risk management plans, and other guidance for continuity of library operations.
- Attends professional development to gain resources, skills, and strategies to improve the library. Participates annually in at least one regional, state, and/or other workshops and brings back ideas to implement that benefit library services to the community.
- Is a member of local organizations, especially those undertaking community priorities that align with the library's mission.
- Is a member of one or more library associations to support professional development, such as the Colorado Association of Libraries (CAL), the Association of Small and Rural Libraries (ARSL), the Public Library Association (PLA) of the American Library Association.
- Perform other tasks and duties as assigned.
- The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a

listing of the skills and abilities required to do the job. Rather, they are intended to only describe the general nature of the job.

Working Environment:

Work is performed primarily in an indoor public library environment, working with staff and the general public. It is climate controlled and will include working at a desk in an area where you would interact with other staff and the general public. A significant part of the job includes interaction with people of all ages and backgrounds. The library's purpose is to provide an environment that encourages connection between our community and the services we offer.

Physical Activities:

To successfully perform this job and to deal with the general public and children, the employee must be able to perceive sounds at normal speaking levels with or without correction, close visual acuity with or without correction, and have the ability to give and receive detailed information through oral communication. The employee is often required to sit and use a keyboard and mouse. The employee is also required to stand, walk, reach with arms and hands, climb or balance, and to stoop or kneel in order to locate and obtain information, materials, or equipment of a wide variety of sizes and shapes throughout the library, typically not more than 10 pounds. Must be able to grasp and turn objects. Work includes some physically challenging work such as moving furniture or boxes to storage facilities, not to exceed 50 pounds. Moving books, walking and standing for extended periods, and carrying a reasonable selection of materials between usage and storage sites is mandatory. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Compliance/Other:

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully,

the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This job description does not constitute an employment agreement between the Lone Cone Library and the employee and is subject to change as the needs and the requirements of the position change.

As an Equal Opportunity Employer, the Lone Cone Library District does not discriminate on the basis of age, race, sex, color, religion, national origin, gender expression, gender identity, disability, or any other status protected by federal, state and/or local law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors. For more information, please contact the Board of Trustees President at boardchair@loneconelibrary.org.

Do you agree to the duties as outlined? Yes No

Do you agree to inform us of any accommodations that you need to successfully perform the listed expectations? Yes No

Is the hiring salary acceptable to you? Yes No

After reviewing this job description and the details of the position, if you feel that you can fulfill the requirements of the position, knowing that there is no way to capture all of the duties that fall on the Library Director, please sign and date below. By signing this, you are stating that you have reviewed the job description and are agreeing to the terms of the position as outlined here. [This job description does not constitute an employment agreement between the Lone Cone Library and the employee and is subject to change as the needs and the requirements of the position change.]

Employee Printed Name & Date: _____

Employee Signature: _____

Acting Director or Board President Signature: _____