

**Mound City Library, District #4 Library Director
May 2023**

Position Summary: Mound City Library seeks an innovative, energetic individual to serve as its Interim Associate Library Director. The Interim Associate Director will be under the direction of the Library Board and the Executive Library Director, with the possible progression into the executive director position, after a trial period, within 90 days of hire. The Interim Associate Library Director will work with the Executive Library Director to carry out the mission of the library under the general direction of the Board of Trustees of the Mound City Library and manage all aspects of library services with vision, responsibility and authority. The Director plans, organizes, and manages library operations and facilities, and coordinates the program of services subject to the policies established by the Board of Trustees. The Director reports to the Library Board.

About the Library: The Mound City Library was established on November 22, 1876 and called Mary Somerville.

Compensation: The hiring salary range is commensurate with qualifications. Pay will be determined by education and experience.

Minimum Required Education and Experience:

Education: Some College Required

Experience:

- Three years of supervisory or administrative experience, preferably in a library or other service setting.
- Possession of a valid Kansas Driver's License
- Desire to meet and serve the public
- Must pass a criminal background check
- Upon hiring, the Library Director is expected to earn Librarian Certification 1 (APPLE Training), available through the South East Kansas Library System

Essential Functions, Skills and Competencies: (Listed below)

Application Process and Contact Information: Please submit your Cover Letter, Resume and 3 references to the Mound City Library. The applicant's information (cover letter, resume and references) will be submitted to the Library Board.

The position will remain open until July 26, 2023.

Mound City Library, District #4 is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists will be subject to a background check, followed by the interview process.

Essential Functions

The following duties are not intended to serve as a comprehensive list of all duties performed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Planning and Policy Making

- Establishes all policies and procedures for the library including emergency procedures.
- Prepares regular, monthly, and annual library reports, and oversees compilation of various statistics, surveys and reports.
- Takes an active role in library-safety compliance, adheres to safety procedures and maintains current safety data for the library.
- Oversees the maintenance of the library's collection; develops policies in relation to the selection and purchase of all library materials.
- Monitors and evaluates service delivery methods and procedures; identifies and implements changes necessary to improve operational efficiency.
- Manages the development and implementation of library goals, objectives, priorities, policies and procedures; ensures Board objectives are integrated into Library policies and goals.

Fiscal Management

- Manages and advises the Board on financial short-and long-range planning matters.
- Develops and maintains a relationship with Linn County and City of Mound City to ensure library funding.
- Writes grant requests for raising additional funds
- Prepares and manages the library budget, including administration of funds for the Mound City Library, District #4, state funds, or other special grant fund allocations.
- Oversees monthly pay plan: payroll and paying of other library utilities and purchases. Works with the accountant to manage payroll and taxes.

Personnel/Supervisory Management

- Hires, terminates, trains, supervises, and evaluates the performance of assigned personnel.
- Directs staff meetings and manages personnel policies and files.
- Advises employees as to payroll procedures

Library Program Management

- Ensures the delivery of a variety of quality library programs and services to the community.
- Establishes and evaluates the effectiveness of library services, facilities, and programs in relation to the changing needs of the community.
- Monitors collection maintenance such as inventory, shelving, and shelf reading by approved library filing techniques.
- Performs the implementation and ongoing management of an integrated library system and a multi-user network with local area network components.
- Substitutes in service areas as needed.

Property Management, Building Projects, and Technology

- Manages the development of capital improvement projects.
- Directs the maintenance of the library building, and oversees any contractor work.
- Manages insurance coverage on all facilities, fixed assets, and inventory.
- Oversees management of servers, all systems, and equipment (with help from SEKLS Tech Support)

Community Outreach and Public Relations

- Acts as spokesperson and library representative for the library.
- Establishes and maintains effective working relationships with local government officials and agencies, including funding bodies, and other community leaders to meet the needs of the library service area residents, staff and facility.
- Provides information and attends the meetings of the Mary Somerville Literary Society
- Responds to inquiries involving library-related matters; negotiates and resolves complex, sensitive, and/or controversial issues and complaints.

Continuing Education

- Participates in professional meetings and conferences and keeps informed of professional development opportunities.
- Encourages staff and Mound City Library Board to take part in continued learning opportunities through meetings, workshops, seminars/webinars, and conferences.

Desired Skills and Competencies

1. Strategic Thinking

Recognize evolving trends and technology and appropriately revise or create services and programs.

2. **Community Focus**

Work with a positive, service-oriented attitude, focused on current and future community needs.

3. **Leadership**

Support staff in developing innovative ways to assist the library in creating and maintaining relevant services and programs. Take a leadership role in state-wide activities for the benefit of member libraries and general library services. Show knowledge and demonstrated understanding of library administrative theory and practices.

4. **Problem Solving**

Recognize patterns, consider risks, and use sound judgment to identify, solve, and prevent problems. Have the ability to take charge and deal effectively with crises.

5. **Decision Making**

Gather, utilize, and interpret relevant information to make informed decisions.

6. **Financial Organization**

Successfully organize all income and expenditures, develop annual budget, manage payroll and benefits, prepare materials for annual audit, and oversee grant-funded projects.

7. **Presentation Skills**

Inform and educate small and large groups through a variety of presentation methods, including online and in-person venues.

8. **Communication**

Convey and receive information effectively in writing and when speaking, keeping staff, community, and stakeholders apprised of library services and programs.

9. **Dependability**

Take appropriate action to meet goals, schedules, and demands while accepting responsibility for actions, results, and risks.

Mental and Physical Abilities: The mental and 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. While performing the duties of this job, the employee is regularly required to stand, sit, walk, use hands and fingers, reach with arms and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee may on rare occasions lift and/or move by pushing or pulling up to 50

pounds. The employee must be able to have physical stamina to provide active service to patrons during workdays of up to eight hours. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision. The noise level in the work environment is usually moderate. Stressful situations may occur when dealing with the public. The employee must be able to work flexible hours.