

Job Description: Hesperia Community Library Director

General Summary:

The Library Director is responsible for all library operations: creating, establishing and implementing plans, programs, and policies adopted by the Board of Trustees in the areas of financial management, program and collection development, staff development and supervision, and facility maintenance and community outreach.

Salary and Hours:

This is a 30 hour per week position. Hesperia Community Library is a Class II library and a member of the Lakeland Library Cooperative. Salary range is \$33,000-\$38,000 with no benefits.

Essential Functions and Duties:

- Oversees and evaluates the operation of the library.
- Develops library policies and procedures, implements and administers them upon approval of the library board.
- Formulates and develops library goals and objectives and plans library services to meet them.
- Promotes and publicizes library services and programs.
- Supervises all library staff. Implements board personnel policies and is responsible for recruiting, interviewing, hiring and training new employees, and for evaluating performance and making termination decisions for all staff.
- Implements regular staff meetings.
- Prepares an annual budget and administers and monitors the expenditure of funds.
- Negotiates all library agreements for services and purchases, presenting all contracts and recommendations to the library board.
- Oversees fundraising activities for the library, including writing grant proposals and assuring successful completion of grant projects.
- Is responsible for collection development and collection management.
- Prepares monthly financial, circulation, department and program reports for the library board.
- Attends all regular and special meetings of the Hesperia Community Library Board of Trustees.
- Maintains active involvement by the library within the Lakeland Library Cooperative.
- Represents the library at meetings and conferences of county, state, regional, and national professional library associations.
- Maintains confidentiality of all patron records and transactions.

- Maintains library equipment inventory records.
- Enforces library "rules of conduct" and takes appropriate action in case of infringement.
- Performs all other duties as assigned by the Board of Trustees.

Physical Requirements:

The physical requirements 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.

- Occasionally requires lifting or carrying objects weighing up to 25 pounds for short distances.
- Requires reaching, including overhead reaching.
- Requires standing, sitting, walking, using hands to handle objects.
- Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus (vision requirements necessary to do computer work, observe patrons, and supervise staff)
- Ability to use a computer keyboard and mouse.
- Hearing and speaking to exchange information in person or on the telephone.

Education and Experience:

- Master's Degree in Library Science from an ALA accredited university or another advanced degree is preferred but not required. A Bachelor's Degree is required.
- At least 4 years successful experience in a public library setting. 2 of those 4 years in a supervisory or administrative capacity preferred.