Canyon Lake Community Library District
Tye Preston Memorial Library

**Job Title:** Library Director

**Summary of Responsibilities:**

The Director is responsible for creating a positive, productive environment that empowers all staff members to provide a level of service that meets the informational, recreational and educational needs of community residents and seasonal visitors and that emphasizes creating a friendly, inviting and respectful experience for each customer.

The Library Director, under the general direction of the Board of Trustees and in accordance with library policies and the Long Range Plan, will plan, direct, manage and oversee all activities and operations of the library.

The director ensures the library meets Texas State Library accreditation and reporting requirements and as a Library District, a governmental entity of the state, complies with applicable state and federal laws and regulations.

**Essential duties:**

- Assume full management responsibility for all library services and activities including children, teen and adult services, programming, collection development, circulation, and all related library technologies.

- Manage the development and implementation of Library goals, objectives, policies and priorities for all services; recommend policies and procedures to the Library Board and administer all approved policies and procedures.

Train, motivate, supervise and evaluate library personnel.

- Present monthly management and budget reports to the Board.

- In consultation with the Library Board, prepare annual budget. Manage the library's expenses within established budgets, administer payroll and benefits.

- Manage the library facility and grounds and ensure that the building is in good repair and is safe and inviting.

- Represent the library to outside entities, including elected officials, government and commercial entities, local schools and civic or charitable organizations, and
a wide-range of diverse community members. Develop and nurture community partnerships and ensure good relations with the Friends of the Library and other volunteer groups. Develop and oversee a coordinated library public relations program, including newspaper articles, promotional materials, social media, and the Library’s website.

- Maintain professional development through participation in relevant workshops, conferences, and/or educational offerings provided by professional organizations for a minimum of ten (10) hours annually.

- Represent the library at regional, state and national levels, attend and participate in professional group meetings, and stay abreast of new trends and innovations in the field of library science. Maintain communication with other area libraries and participate in cooperative endeavors.

- Perform related duties and responsibilities as required or directed by the Board of Trustees.

**Supervision:**
Reports to the Board of Trustees

**Responsibility for work of others:**
Supervises all library staff

**Education:**
Master’s Degree in Library and Information Studies, from an ALA accredited master’s program

**Experience:**
Minimum of 5 years library experience, including at least two years management experience and at least two years supervisory experience.

**Skills and Knowledge:**

This position requires thorough knowledge of public library management, strong leadership and management abilities, knowledge and appreciation of children’s and adult literature, and other library materials and resources, strong interpersonal skills, public speaking skills, ability to design and implement a variety of programs to meet the diverse needs of the community, knowledge of state library standards and rules. Individual must be able to evaluate the library collection and services to determine their effectiveness in meeting the needs of the community. Individual must be able to supervise a diverse staff of part-time and full-time employees. Individual must be proficient in use of personal computers, word processing, spreadsheets, and have experience with an Integrated
Library System (ILS) and a variety of online library resources. Excellent communications skills, written and verbal are required.

The individual must be committed to service excellence, must work well with all ages, must provide leadership and be able to plan and prioritize while remaining flexible and positive.

**Working Environment and Physical Demands:**

- Works flexible hours including nights and weekends.
- While performing the duties of this job the employee is frequently required to reach with hands and arms, stand, walk, sit, use hands to finger, grasp, handle, feel or operate objects, tools or controls and talk and hear.
- The employee is occasionally required to kneel and crouch. The employee must be able to communicate with patrons effectively, having the ability to talk with clarity and be able to listen to patrons accurately.
- The employee must occasionally lift and or move up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- The employee will occasionally be required to attend off-site functions and will occasionally be required to provide his or her own transportation to and from an event or to a business establishment or the post office. (Mileage is reimbursed at the rate suggested by IRS.) Employee must have valid Texas Driver’s License.
- The employee is required to operate typical business office equipment.
- Duties are normally performed in surroundings where undesirable physical conditions and hazards are minor and controllable.
- Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position

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