

## NOTICE OF JOB OPENING

Andrews County is currently accepting applications to fill a full time position at the Andrews County Library. Applications are available in the office of the County Judge, and will be accepted **until position is filled.**

According to Andrews County Personnel Policy, the Job Description is posted with this announcement, and is available upon request in the County Judge's Office, Courthouse, Room 104, Andrews County, Texas, 79714.

Applications will be considered regardless of race, creed, sex, national origin, or age in compliance with Federal Regulations. A verification of references will be made as well as a check on Applicants' driving records in order to assure insurance coverage on the individuals. Poor driving records or DWI convictions will eliminate an applicant from consideration for employment.

A physical examination will be arranged and paid for by Andrews County for the prospective employee, which is selected, prior to their acceptance of employment, in order to assure health insurance coverage for the individual. This physical shall include drug testing, as provided by the Personnel Policy. A background check will be performed.

### **JOB DESCRIPTION –DIRECTOR**

**Location: Andrews County Library**

#### **JOB SUMMARY:**

Administers the library system in accordance with the policies established by the Commissioner's Court.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following.

Other duties may be assigned.

- Plans, organizes, supervises, and manages all aspects of the library system;
- Develops, recommends, and directs the implementation of library goals and objectives, policies, and procedures;
- Prepares and presents reports to the Commissioner's Court on library operations;
- Prepares, justifies, and monitors the library budget;
- Meets and confers with library staff, particularly Assistant Librarian, to assign and coordinate work activities, projects, and programs, to resolve issues, and to address customer requests;
- Serves as liaison to the Friends of the Library; making reports and soliciting suggestions for library service improvements;
- Responds to requests for information or services from the general public;
- Manages the purchasing of goods and services for the library; approves all purchase order requisitions;
- Oversees and participates in the preparation of grant proposals; administers and monitors awarded grants;
- Studies local community and current library methods; modifies the library operations to meet community needs and best professional practice;
- Performs all work duties and activities in accordance with County policies and procedures;
- Establishes performance standards and evaluates and monitors staff performance including scheduled formal performance appraisals;
- Brief and request the presence of a member the Commissioner's Court to be present for any public events held at the library.
- Responds to personnel concerns, issues, and complaints, and resolves problematic or difficult issues.

#### **SUPERVISORY RESPONSIBILITIES**

Supervises professional, non-professional, and clerical staff by hiring, training, evaluating, and as needed terminating.

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION AND/OR EXPERIENCE**

Masters Degree in Library Science from an ALA accredited university. Five years of public library experience, including three years at the supervisory level, or any equivalent combination of education and experience that meets the requirements to be a professional librarian as required by the Texas State Library and Archives.

## **KNOWLEDGE OF**

Maintain a working knowledge of management and supervisory principles, methods, and techniques, as well as the principles, objectives, methods, and practices of library administration. Must know the workings of budget development and administration, in addition to principles and practices of county personnel administration. Must maintain knowledge of developments, current literature, technology advances and publicity sources pertaining to library programs, administration, collection management philosophy, practice, and techniques. Need to maintain an understanding of methods for determining community needs and developing and implementing library services and a sound method of management in relation to the operation of a public library system.

## **SKILL/ABILITY TO**

Must be able to establish and maintain effective working relationships with friends of the library, volunteers, staff, other departments, and the public, while having the skills to direct and lead a professional staff; facilitate staff development; motivate and inspire coordinated team effort. Need to have the skills required to represent the library and the County at meetings and conferences by communicating effectively both orally and in writing. Required to have the ability to perform a broad range of supervisory responsibilities comprehend and make inferences from written material, in addition to analyze professional and administrative problems, make recommendations, and take appropriate action. Must have the skills required to elicit community and civic organizational support for library programs and services, while performing a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines. Employee must demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks. Required to operate standard office equipment, specialized library equipment, and a personal computer using program applications appropriate to assigned duties.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Must be insurable by agency insurance carrier. Must have valid Texas driver's license, provide proof of insurance, and have adequate transportation.

## **PHYSICAL DEMANDS**

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 show sufficient clarity of speech and hearing or other communication capabilities, which permit the employee to discern verbal instructions, communicate effectively on the telephone and in person. The employee must all have sufficient vision or other powers of observation, which permits the employee to comprehend written work instructions and review, evaluate, and prepare a variety of written documents and text materials. The position also requires sufficient manual dexterity, which permits the employee to operate standard office equipment, specialized library equipment, and a personal computer. Must have sufficient personal mobility, flexibility, and physical reflexes, which permits the employee to lift up to 50 pounds. Must be able to pass physical and drug screen and criminal background check.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level is usually quiet to moderate and a majority of the work is performed indoors.