

Lane County Library Library Director Job Description

Under the direction of the Library Board of Trustees, the Library Director monitors, coordinates, and supervises the operation of the library. The Library Director is responsible for daily operations, managing staff, day to day bookkeeping, programming, ordering of materials, reporting to the library board and keeping the library in state standards.

Knowledge, Skills, and Abilities

An individual must be able to perform each essential duty and responsibility satisfactorily. Excellent organization and leadership skills.

- The ability to work collaboratively with patrons of all ages, our local schools and community.
- Thorough knowledge of and appreciation for literature, audio-visual materials, and technological trends.
- Knowledge of variety of standard computer applications, web technologies, office communication tools, basic record-keeping, and preparing annual budget.
- Ability to deal with the public.
- Ability to work effectively with co-workers.
- Effective oral and written skills.
- The ability to create and run programming such as story-time, summer reading, etc.
- Experience with Quickbooks.

Requirements

- Attend professional meetings and conferences as appropriate.
- Business casual dress required.
- Salary & Benefits depending on experience and education.

Application

Persons interested in applying for the position should a cover letter, resume, and a list of three profession reference to:

Lane County Library

PO Box 997

Dighton, Ks. 67839

Or

director@lanecolibrary.info